

AWARDS COMMITTEE JOB DESCRIPTION



NAME OF THE COMMITTEE: Awards Committee

PURPOSE: An Awards Committee shall be appointed annually to make recommendations to the Board of Directors with respect to any award made by the Association.

ORGANIZATIONAL STRUCTURE: Where possible, the Awards Committee shall include the two most recent Past-Presidents. The most recent Past-President shall serve as Chair of the Committee.

MEETING SCHEDULE: The Committee meets in July to review nominations and make recommendations to the Board of Directors.

GENERAL TIME COMMITMENT: Approximately 5 hours per year

COMMITTEE TASKS/DELIVERABLES DURING A YEAR:

- Review any nominations received.
- Make recommendations to the Board of Directors for the recipients of the association's annual awards.

COMMITTEE MEMBER RESPONSIBILITIES:

- Attend Committee Meetings.
- Brainstorm additional nominations.

CHAIR(S) RESPONSIBILITIES:

- Attend Board of Directors/Committee Chairs meetings and provide an update on the Committee's activities (four times per year).
- Attend Annual Planning Session.
- Prepare Committee's Annual Report.

MINIMUM EXPECTATIONS FOR PARTICIPATION:

- Encouraged to attend Membership Meetings.
- Encouraged to attend Annual Planning Session.