300 - AWARDS GUIDELINES

A. Goals
The goals of the Awards Committee are three-fold:
1. Fairly determine the people to receive awards at the annual convention.
2. Develop a procedure for the awards committee and Chair to follow.
3. Maintain an accurate and complete listing of past award recipients.

B. Current Awards
1. Guy R. King Memorial Award – Recognizes outstanding job performance in the education and training of members nationally and locally.
2. Elliot R. Hallowell Award – Honors the member whose record of service to RETA for the current year merits special recognition and reward.
3. Venneman Award – Recognizes an outstanding RETA member for a career marked by leadership and service to the profession and the organization.
4. Earl J. McMichael Award – Acknowledges the chapter recruiting the largest number of members during a fiscal year. No nominations are required for this award. The Earl J. McMichael Membership Award is determined by RETA headquarters based solely on which chapter has the largest chapter member percent increase in chapter membership.
5. Glenn Smith Life Time Achievement Award – This award is not given on an annual basis. It is bestowed on persons periodically who have demonstrated a lifetime of contribution to the industry and to RETA at national and local levels. The Glenn Smith Lifetime Achievement Award is a Board approved honor.
6. Felix Anderson Award – This award recognizes outstanding local chapter leaders who have never held a national board position. Each year two individuals are awarded this distinction.
7. Outstanding Chapter President Award – selected by the current National President.

C. Responsibilities - Solicitation of Nominees
Nominees will be solicited in two ways:
1. Starting in January prior to the annual RETA conference, an article in the Breeze describing the awards will run. The article will include a request for nominations with a deadline one month prior to the annual Conference. All subsequent issues of the Breeze through the pre-show issue (providing mail date allows for nomination submission in accord with deadline) will also feature a call for nominations.
2. National will send a letter or e-mail to all chapter presidents, which reviews the awards and requests nominations.

D. Handling Nominations
All nominations will be sent to the Executive Director. The Director will mail, e-mail or fax a notice, which acknowledges receipt of the nomination to the sender. The director sends copies of the nominations to the awards committee members following the nomination deadline.

E. Committee Make-up
The committee will consist of the awards chair, the current national president, and a past national president (selected by the awards chair).

F. Final Decision
The chair will coordinate a conference call or other means of meeting to review the nominations and determine the awards recipients for the Elliott R. Hallowell Person of the Year Award, the Venneman Award, the Guy R. King Award and, The Felix Anderson Award. The committee will review the background of each award and of the past award recipients prior to this call or meeting.

G. Awards
RETA headquarters is notified of the award winners by the awards chair. Headquarters procures the awards plaques.

H. Historical Recording
RETA headquarters will update the lists of award recipients for future reference and inclusion in the national convention program or calendar.

I. If there are no nominations made, the Board of Directors will be surveyed or no award will be issued.