

AWARDS COMMITTEE
Revised May 2013

I. OBJECTIVES AND RESPONSIBILITIES

Read and become familiar with the Chapter Bylaws.

The Awards Committee is responsible for identifying and recognizing members deserving of awards for their contributions during the Chapter year.

II. ORGANIZATION

The Awards Committee is appointed and overseen by the Immediate Past President and serves a one year term. In the event that the Immediate Past President is unable to serve as Manager of the Awards Committee, the President shall appoint a Manager with approval by the Board of Directors. Members of the Awards Committee are not eligible to receive an award.

III. GUIDELINES

The Awards Committee Manager is responsible for:

- A. Meeting with the former Awards Committee Manager to obtain records and discuss duties and responsibilities.
- B. Appointing committee members as required by the Chapter By-laws and submitting the list of committee members to the Chapter's Board of Director's for review and approval (*See: Article VI-Committees*)
- C. Preparing and reviewing the objectives, goals and budget for the year with Board of Director and committee members.
- D. Managing the functions of the Awards Committee.
- E. Submitting committee status reports to the Board of Directors as needed.
- F. Attending the monthly Board of Directors meetings. In the event that the Awards Committee Manager is not the Immediate Past President, attendance at Board of Directors meetings is only on an as needed basis.

IV. PROCEDURES

The Awards Committee Manager is responsible for:

- A. Coordinating committee activities including meetings, identification of deserving award recipients, identification of awards to be given during the Chapter year, selection and purchase of awards, and presentation of awards.
- B. Working in conjunction with the Chapter President to coordinate presentation of the Chapter Awards and President's Award.
- C. Providing ARMA International with the name of the Chapter Member of the Year and Chapter Leader of the Year recipients.

V. FINANCIAL

All funds received from an ARMA Houston Chapter-sponsored event or project should be turned in to the ARMA Houston Chapter Treasurer for handling. Under no circumstances are ARMA Houston Chapter VP's, Committee Managers, or Committee Members authorized to split, disburse, or retain monies for expenses incurred out of the funds collected from an ARMA Houston Chapter-sponsored event or project. The ARMA Houston Chapter Treasurer, upon the presentation of a completed check request form and receipt, should pay all expenses from an ARMA Houston Chapter-sponsored event or project.

VI. ATTACHMENTS

Past Chapter Awards List (*including award descriptions*)