Awards Committee Chair
Position Description

Position Description:

The Awards Committee Chair is the lead person overseeing the Awards Committee. The Awards Chair comes under the direction of the Executive Committee (ExCom) and shall in general, oversee the charges and duties of the Awards Committee. The Awards Chair presides over the meetings of the committee members and prepares and submits reports according to established guidelines, or as requested by the President and/or ExCom. At the end of the one-year term, the Awards Committee Chair may remain the Awards Committee Chair for one additional year, at the discretion of the President Elect.

What to Expect:

The Awards Committee Chair position is one of leadership - to direct and implement the vision that ExCom has established through the strategic planning process. The Awards Committee Chair must manage the members of the Awards Committee to ensure that projects and tasks are being kept to schedule and implemented on time. The Awards Committee Chair may be called upon to represent the Society at official functions, which may require travel and time off from an employer. An estimated time commitment of two (2) to three (3) hours per week on monthly commitments and reports, which includes, but is not limited to, Awards Committee Chair Report, monthly telephone conference call with Awards Committee members, and Monthly ExCom / National Committee Chairs Conference Call. Expect extra tasks and/or preparations for EDSymposium as required. Ability to respond to email in a timely manner is required.

Time/Financial Expectations:

<table>
<thead>
<tr>
<th>Event/Task</th>
<th>Time Commitment</th>
<th>Funded by SDA</th>
<th>Not Funded</th>
<th>Anticipated Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDSymposium (with Leadership*)</td>
<td>3 days</td>
<td>N/A</td>
<td>Airfare, hotel, registration</td>
<td>Per schedule</td>
</tr>
<tr>
<td>ExCom/Committee Chairs Conference Calls</td>
<td>1 hour per month</td>
<td>N/A</td>
<td>N/A</td>
<td>Per schedule</td>
</tr>
<tr>
<td>Awards Committee Report</td>
<td>.5 hour per month</td>
<td>N/A</td>
<td>N/A</td>
<td>Per schedule</td>
</tr>
<tr>
<td>Awards Committee Conference Call</td>
<td>1 hour per month</td>
<td>N/A</td>
<td>N/A</td>
<td>Per schedule</td>
</tr>
<tr>
<td>*Chapter Excellence Award/Lifetime Achievement Award</td>
<td>2 hours per month</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>*Chapter Awards</td>
<td>1 hour per month</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Miscellaneous email correspondence and tasks</td>
<td>1-2 hours per week</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Work on initiatives undertaken</td>
<td>2 hours per week</td>
<td></td>
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</tbody>
</table>

* Time commitment for Awards Chair can be expected to increase during submittal deadlines, judging, and preparations for Chapter Excellence Award and Chapter Awards as well as preparations for annual event at which those winners are announced.

Committee Purpose/Responsibilities:

♦ Honoring and/or encouraging best practice behavior within the industry
♦ Developing pathways to demonstrate how chapter and/or members can become stronger within the industry
♦ Developing a member recognition program for tenure – five years, ten years, fifteen years, etc.
Duties and Responsibilities:

**All Committees**

♦ Oversee the national Committee
♦ Oversee the development and implementation of goals and objectives for the year, which reflect the overall strategic plan and vision of ExCom
♦ Prepare monthly Committee report, noting all activity / action and status of tasks for that month. Distributes to Headquarters and President Friday prior to scheduled monthly conference call.
♦ Communicate with affiliated organizations as requested/determined by the Executive Committee and/or Executive Director
♦ Assess the need for volunteers to enhance program/service delivery
♦ Author communications relative to the committee for such SDA communications as determined in schedule.
♦ Act as liaison to intersecting/overlapping committees.
♦ Work with Headquarters to keep committee information updated on the SDA National website – headshots of committee members/quarterly review of website pages
♦ Prepare annual committee report
♦ Prepare annual wrap-up report and transfer of information for next committee chair.
♦ Post committee information to Basecamp.

**Awards Committee**

♦ Oversees the Awards Committee
♦ Oversee submittals, guidelines, criteria, process and forms for all awards including Lifetime Achievement Award, Chapter Excellence Award, STAR Awards, and other awards.
♦ Oversees and coordinates submittals and selection of winners for any National awards presented
♦ Secures jurors for submittal review
♦ Reviews and improves criteria for awards
♦ Recommends additions or deletions of awards categories, suggestions for improvements, etc.
♦ Attends annual EDSymposium
♦ Coordinates the Awards Ceremony with the EDSymposium Committee

**Budgets Responsible to Develop:**

♦ Awards Committee to submit proposed budget to ExCom for final approval

During budget preparations for the upcoming year, the Executive Committee will review and determine the availability of funds to reimburse portions of travel expenses for all National Committee Chair attendance to any National event, if attendance is required. This evaluation will be done on a yearly basis and determined by current prevailing economic conditions at the time of planning.

Revised: April 10, 2015