

SIGMA THETA TAU
ETA KAPPA CHAPTER-AT-LARGE

AWARDS COMMITTEE

PURPOSE: The committee shall be responsible for publicizing the opportunity for chapter awards, reviewing awards applications, and selecting local chapter award winners.

CHAIR: Appointed by the Board

MEMBERS: Two (2) chapter members

FREQUENCY OF MEETINGS: The committee will meet early in the year to outline the steps needed to accomplish the purpose.

PROJECTED CALENDAR: The committee will complete their work prior to the Annual Spring Officer Induction Banquet.

COMMITTEE RESPONSIBLE TO: Board of Directors

LENGTH OF SERVICE: Two years, rotating half of the members each year. A member may be reappointed for a second term.

RESPONSIBILITIES:

1. Have announcements of all awards and criteria, along with nomination forms, printed in all newsletters as nominations are solicited year around.
2. Determine deadline for nominations (generally two months prior to the spring banquet) and publish.
3. Notify nominees of their nomination and inform them of the materials they must submit and the deadline for the receipt of those materials.
4. Contact committee members and set meeting time to review nominations.
5. Notify Board President of nominees and recipients of awards.
6. Notify award recipients and nominees in writing of their selection. Encourage those not selected to attend to receive certificate of recognition for their nomination and let them know of their eligibility to be nominated again.
7. Have plaques engraved and certificates duplicated as needed.
8. Inform treasurer of costs.
9. Provide an annual written report to the President.