



### **NAHU Awards Committee Chair**

This individual is appointed by the President of NAHU. The purpose of the awards committee is to administer NAHU's extensive awards program, which recognizes the achievements of its members. NAHU's awards honor both individual members and state and local chapters for dedicating countless hours serving the association and the industry.

The chair will represent the committee on the Joint National Committees (JNC) and other NAHU bodies as needed. The chair will direct the efforts of the committee to establish goals and directions for the committee. The chair will work directly with the Regional Awards Chairs and other committee chairs as determined by the award applications. The Chair will work closely with all NAHU committee chairs and with NAHU's staff liaison.

The chair will:

- Set committee goals for the year
- Hold and chair monthly conference calls
- Have a good working knowledge of the award applications and awards guidebook
- Work with committee to inform state and local awards chairs of award changes
- Review and judge awards submissions
- Review awards applications on a regular basis to ensure their relevance
- Work with NAHU staff to prepare and organize judging weekend in Washington DC
- Attend Annual Convention
- Prepare and present at the Awards Breakout session at Annual Convention
- Assist with the announcement and presentation of the annual awards during the Awards Ceremony at Annual Convention.
- Work with regional awards chairs on guidelines, duties and responsibilities
- Coordinate with regional chairs regarding topics and distribution of monthly awards e-mail to regional and chapter leadership
- Answer all questions as they come up or put to the committee for a vote if unsure of answer

NAHU Staff Liaison:

- Reports on the status of award applications.
- Updates award applications and guidebook as needed
- Manages the online award application process
- Tracks all award winners, orders all awards and assists with the distribution of awards during the Awards Ceremony at Annual Convention
- Writes the Awards Ceremony script and program with the assistance of committee chairs and NAHU staff



- Tracks awards statistics from year to year
- Ensures the required awards are reviewed every three years.
- Takes meeting minutes.
- Support the committee with all awards endeavors.