

# Awards Committee

## Committee Chair

1. **Purpose:** The Chair leads the Awards Committee in successfully identifying and bestowing the Society of Florida Archivists' Award of Excellence each year during the Annual Meeting.
2. **Term of Office:** One year. Appointed.
3. **Voting Status:** Ex-officio. Non-voting.
4. **Major Duties/Responsibilities:**
  - a. Coordinates all activities of the Awards Committee.
  - b. Coordinates all aspects of the Society's annual award process.
  - c. Attends Annual Meeting. May be required to attend select Executive Board meetings.
  - d. Presents verbal or written reports of Committee activities to the Executive Board.
  - e. Develops and adheres to a timetable and budget for announcing the call for nominees and soliciting, collecting, reviewing and selecting awardees.
  - f. Announces call for nominees and distributes nomination forms via Society's web- and print-based communications.
    - i. With Membership Chair, ensures that all nominees are in good standing with the Society.
  - g. With Committee, selects Award recipient(s). Receives Executive Board approval to confer Award.
  - h. Coordinates preparation of plaque or other appropriate form of recognition (e.g., certificates) for presentation at the Society's Annual Meeting.
    - i. With Treasurer, coordinates payments for the purchase of plaques or other forms of recognition.
  - i. Presents award at the Society's Annual Meeting. Prepares an article announcing newly elected members of the Executive Board for *The Florida Archivist* summer (July) issue.
  - j. Oversees the successful and appropriate destruction of electronic and paper nominations.
  - k. Submits a final report and all relevant, non-current records of the Committee to the President for transfer to the Society archives in Tallahassee, Florida.

## **Committee Members**

1. **Purpose:** The Awards Committee is a standing committee. The Committee meets annually, prior to the Society's Annual Meeting, to identify and successfully confer recipients of the Society of Florida Archivists' Award of Excellence.
2. **Number of members:** 2-3.
3. **Term of Office:** One year. Appointed.
4. **Voting Status:** Non-member. Non-voting.
5. **Major Duties/Responsibilities:**
  - a. Assist the Chair in reviewing, updating, and distributing nomination applications, as necessary.
  - b. Identify potential nominees. Prepare a list of potential recipients.
  - c. Review nominations.
  - d. Assist the Chair in selecting an Award recipient.