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.


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.


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.

Approved by the Executive Board: June 10, 2013