



Awards Committee Chairperson Job Description

Purpose

The Region 5 Awards program is designed to recognize outstanding achievements and showcases the success of Region 5 members who work to advance the profession of interpretation. The Awards Chairperson is responsible for the overall coordination and direction of the awards program.

Responsibilities

All Year: Promote, publicize and encourage Region members to nominate worthy candidates for Region awards program.

Fall: Create nomination form and submit to *Buffalo Bull* for publication in fall issue.

Winter: Distribute all nomination forms to committee members for review. Create scoring system for selection of winners.

Seek and secure four regional members to serve on the committee.

Publicize award recipients in *Buffalo Bull*.

Send written/electronic confirmation stating receipt of nomination packet to nominating party.

Obtain award plaques for presentation at spring workshop. Present awards at spring workshop.

Contact award winners upon selection and encourage attendance at Region workshop.

Submit qualifying Region award winners to national awards committee for consideration for National awards.

After recipient selection provide information to Region 5 Leadership Council, spring workshop chair, and Region 5 webmaster.

Issue press release to award recipients' home town and regional newspapers.