

## **Job Description for Awards Chair**

- Ask for names of all active volunteers from Officers, Chairs, Unit leaders and members to honor or recognize with an award.
- Ask for names for special awards (outstanding..., meritorious, etc.) from officers, chairs, leaders and members to honor or recognize with an award.
- Once names are submitted for special awards, if more than one name per award, attempt to see who meets the award criteria best.
- Prepare for outgoing and ongoing officer and chair awards/ certificates as well as certificates for all active volunteers, related organizations, etc., who are being honored or recognized.
- Submit required paperwork to National in timely manner.
- Prepare plaques and or gifts for award recipients.
- Prepare certificates for recipients.
- Oversee Awards presentation
- Prepare reports as needed for Chapter.
- Mail or deliver awards or certificates to those who missed the awards meeting.