**AWARDS COMMITTEE**

**POLICIES & PROCEDURES**

**COMMITTEE:**  The Committee is appointed by the President annually; suggested to consist of at least two OrSEA members, of which one or both are appointed as committee chair.

**GOALS:** Annually meet to discuss and potentially choose the recipients for two awards; the **Founders Award** and the **Lifetime Achievement Award**. Discussion may result in no recipient being chosen, as these awards should be given when there are worthy recipients. The **President’s Award** is chosen by the President, again when there is a worthy recipient.

**TIMELINE:** (Annual target dates)

**By April 30th:** 1. Preferably, recruit at least one other OrSEA member to assist with the decision-making process, to make an odd number of votes. Get the committee members together for an in-person, phone or ZOOM meeting to brainstorm about potential recipients. Choose those who stand out and are worthy of the awards.

2. Contact and request that the immediate prior recipients send to the committee chair the “Perpetual Plaque” that was given to them previously for display in their office. This plaque includes the year received and the names of all prior recipients.

**Between May 1st – 20th or so:** Finalize the recipient choices and acquire award plaques and the nameplates to add to the Perpetual Plaques. Historically OrSEA has given each award recipient a nice gift (valued at $100 or so each). Acquire those gifts.

**At the Annual Conference Banquet:** (historically the M-Th before Memorial Day) Announce the recipient(s) of their award and present them with their plaque and the Perpetual Plaque that includes their nameplate.

**At the next Board Meeting:** Submit in a written report, or listed in the minutes of that meeting, each award, the recipient’s name, and amount awarded.

Board Approved 05/24/2021 ……N:SD’s\OrSEA P&P’s Awards Committee (4.0)