

## ***VICE-PRESIDENT FOR AWARDS AND RECOGNITION***

### ***TERM OF OFFICE***

Elected in uneven years; the term of office is two years.

### ***QUALIFICATIONS PREFERRED***

1. Join NEAFCS Awards and Recognition Task Force annually to enable continuous flow of information.
2. Served as VEAFCFS Awards and Recognition Committee Chair.
3. Experience in awards application process, judging and recognition.

### ***DUTIES OF THE VICE-PRESIDENT FOR AWARDS AND RECOGNITION***

1. Chair and serve as the liaison between the Awards and Recognition Committee and the Executive Board
2. Coordinate the Committee to develop and implement an action plan, which addresses issues, related to awards
3. Communicate with Committee Members within 30 days of receiving committee list from President

### ***ADDITIONAL RESPONSIBILITIES INCLUDE***

1. Work with the District Contacts to coordinate the judging of all awards
2. Coordinate task forces through meetings during Annual Session and regular, timely communications, using electronic methods when possible
3. Contact, secure and recognize award sponsors
4. Provide leadership to develop Awards Manual and Awards Program book
5. Plan and conduct awards ceremony (ies) with assistance of appropriate task force
6. Plan and conduct awards workshop with assistance of appropriate task force
7. Monitor Scholarship/Awards Fund
8. Develop and implement plans for Scholarship/Awards Fund enhancement
9. Secure, review and submit awards and recognition articles for NEAFCS official publications
10. Notify award winners, monitor progress and encourage completion of award requirements
11. Encourage the membership to apply for award opportunities
12. Send copies of all correspondence to the President and President-Elect. File a copy of all correspondence
13. Submit budget request to the Finance Committee Chair by the designated deadline
14. Submit "Report To Membership" by the designated deadline.

15. Send electronic list of committee members and task force chairs to VEAFCs webmaster
16. Keep up-to-date on all NEAFCS and VEAFCs and promote these to all members

## ***AWARDS AND RECOGNITION COMMITTEE***

The Awards And Recognition Committee shall be structured into task forces to achieve goals of the Strategic Plan and focus on priorities of the Executive Board (recognition of accomplishments) and of the membership. Task forces may include (but are not limited to):

- ❖ Assessment and Sponsorship
- ❖ Ceremony
- ❖ Training

### **Task force responsibilities may include but are not limited to:**

#### **Assessment and Sponsorship**

1. Investigate and contact potential sponsors
2. Maintain communication with current sponsors and encourage continued sponsorship
3. Assist with appreciation and special recognition of sponsors
4. Evaluate member participation in current awards and recommend changes
5. Evaluate current awards for relevance
6. Identify and recommend changes in awards to reflect needs of membership

#### **Exhibit**

1. Plan exhibit for national award winning applications
2. Responsible for set-up and take down of awards exhibit
3. Request awards winners to assist with awards exhibit
4. Obtain information from awards winners for exhibit

#### **Recognition/Ceremony**

1. Plan and conduct awards Ceremony/Recognition

#### **Training**

1. Prepare and distribute news release for award winners
2. Assist with awards workshop at Annual State conference
3. Secure, review and submit articles for VEAFCs official publications

Job description 2004