

# ALUMNAE AWARDS COMMITTEE CHARTER

## **Mission**

The Alumnae Awards Committee (Committee) is a standing committee appointed by International Council (IC) to make recommendations to IC for all alumnae individual awards, which include the Merit Roll, Service Roll and Loyalty Award.

## **Authority and Responsibilities**

1. Review all applications received before the designated deadline.
2. Recommend the awards recipients to IC.

## **Organization**

### **Review of Charter/Performance**

This charter will be reviewed and reassessed by the Committee at least annually. Any proposed changes shall be submitted to IC's Governance and Personnel Committee for approval. In addition, at least annually, the Committee shall evaluate its performance. The chairwoman of the Committee, together with the Governance and Personnel Committee, shall determine the form and nature of the annual self-evaluation. The chairwoman of the Committee shall report the results of the evaluation to the Governance and Personnel Committee.

### **Membership/Structure/Quorum**

The Committee will consist of three voting members appointed by IC. Volunteer appointments shall be made for a term of three years. Volunteer appointments to the Committee shall be made in the same manner as all other Sorority volunteer appointments. The alumnae engagement manager on International Headquarters staff shall serve as a non-voting liaison to the Committee. No member of IC will serve on this committee.

A quorum shall consist of a majority of the voting members of the Committee.

### **Meetings**

The Committee shall meet quarterly and as necessary to fulfill their duties and responsibilities via conference call and/or email communication.

### **Agenda, Minutes and Reports**

Agendas for the Committee meetings shall be prepared by the chairwoman. The Committee shall keep minutes of meetings and provide quarterly reports to IC. The chairwoman may designate a Committee member to serve as secretary of the Committee. Minutes of all meetings shall be approved by Committee members at the following meeting.