

Awards Committee Charter

Mission

The Awards Committee (Committee) is a standing committee with two subcommittees appointed by International Council (IC) to make recommendations to IC for all alumnae individual awards with the exception of the Carnation Award, Honor Roll and President's Award, and to make recommendations to IC for all Convention awards.

Authority and Responsibilities

Individual Awards Subcommittee

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

Convention Awards Subcommittee

1. Review all applications received before the designated deadline.
2. Recommend the award 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 Committee (the Governance Committee) for approval. In addition, at least annually, the Committee shall evaluate its performance. The chairwoman of the Committee, together with the Governance 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 Committee.

Membership/Structure/Quorum

The subcommittee working with alumnae individual awards will consist of three voting members appointed by IC. The appointed members of the Committee shall have a term of two years, and may serve no more than three consecutive terms on the Committee. Volunteer appointments to the Committee shall be made in the same manner as all other Sorority volunteer appointments, with IC making the decision on all volunteer appointments. The staff liaison shall also serve as chair of this subcommittee.

The subcommittee working on Convention awards will be appointed by a non-voting staff liaison based on specific relevant volunteer/staff positions responsible for awards criteria. These women will be voting members of the Committee. The staff liaison will chair this subcommittee.

A quorum shall consist of a majority of the voting members of the sub-committee. Committee members can participate via conference call.

Meetings

The subcommittees shall meet quarterly and as necessary to fulfill their duties and responsibilities. The Committee can communicate between meetings via 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.

2018 Bylaw Considerations

No Bylaw changes because of this committee are foreseen. Number 32 of the Rules and Procedures will need changing.