

## **Awards Committee**

### Standard Operating Procedures

August 17, 2010 (revised December 3, 2010)

#### Goals

1. Solicit nominations for award recipients.
2. Give official public recognition to those deemed to meet the criteria for the various awards available through AWWA/NSAWWA.

#### Committee Membership

1. The Committee shall consist of at least three and no more than six members as follows:
  - a) At least one NSAWWA Board member (trustee or officer).
  - b) Any other interested NSAWWA members in good standing.

#### Activities / Deliverables

1. Develop a letter to mail to NSAWWA members soliciting nominations for the various awards available through AWWA/NSAWWA.
2. Review the nominations with regard to nomination criteria and decide on award recipients. **In the event the committee is evenly split regarding whether a nominee should receive an award, the committee chair will have the deciding vote.**
3. Communicate the list of award recipients to the NSAWWA secretary for ordering of awards.
4. Arrange for awards presentation at the Annual NSAWWA Fall Conference. Call the awardees employer to insure, if possible, that the awardee will be present at the banquet.

#### Timeline/Deadlines

1. In January, make sure that NSAWWA has a current list of available awards and the nomination criteria for each award.
2. Have nomination solicitation letter, a list of available awards and nomination form prepared by the end of February.
3. In March, obtain a current NSAWWA member mailing list from the Membership Committee chair to mail the material.
4. Mail nomination letters, the list of available awards and a nomination form to NSAWWA members by end of March.
5. Require nominations be submitted no later than the end of May. All nominations to be submitted to the Awards Committee chair.
6. Awards Committee meets in June to review the received nominations and decide on the award recipients.
7. Notify the NSAWWA secretary by the end of June regarding the chosen award recipients.
8. Keep in contact with the NSAWWA secretary to insure the awards are ordered by the end of July.
9. In September, call the awardees' employers to insure the awardees attendance at the Annual Fall Conference Banquet to receive the award and request a biography from the employer about the awardee.
10. Present the award(s) at the Annual Fall Conference Banquet in November.

#### Standard Procedures

1. Obtain an updated list of available awards and nomination criteria from National AWWA.
2. Prepare award solicitation documents.
3. Obtain a current NSAWWA member mailing list.

4. Solicit nominations.
5. Review received nomination forms and select award recipients.
6. Work with NSAWWA secretary to order awards.
7. Have all awards shipped to the Awards Committee chair, except for the Fuller Award, which is to be shipped to the Fuller Award Committee chair.
8. Obtain biography from awardees' employers.
9. Present the awards at the Annual Fall Conference Banquet.

#### Supporting Materials

1. Current list of available AWWA/NSAWWA awards and nomination criteria from National AWWA.
2. NSAWWA award nomination form.