

**Position Title:                      Awards Chair**

**Purpose**

The Awards Chair manages the Scholarship committee and the Dianne Polseno scholarship, manages the Chapter Meritorious award committee, and nominations for chapter and national awards.

**AMTA Chapter Committees are established to conduct ongoing work for the chapter.**

The Chapter Awards Chair leads and facilitates the Scholarship committee and the Dianne Polseno scholarship, manages the Chapter Meritorious award committee, and nominations for chapter and national awards Awards, as directed by the Chapter Board and in accordance with National AMTA Policy.

**Eligibility**

- *Must be a Professional Member in good standing.*
- *Must sign the appropriate AMTA Volunteer Code of Conduct.*

**Authority**

The Awards Chair is given authority through appointment by the Chapter President and approval by the Chapter Board.

**Accountability**

The Chapter Awards Chair is accountable to the Chapter Board of Directors and the membership through reporting activities.

**Term of Office**

The Chapter Awards Chair term is one year. Chapter Board reviews all chair positions on an annual basis after Chapter Board elections are complete. The Chapter President may choose to reappoint the incumbent or appoint a replacement with board approval through a board vote.

**Relationships**

The Chapter Awards Chair must work closely with Chapter Board members and appointees, and the National AMTA staff where appropriate. The Awards Chair also communicates with the chapter members as appropriate.

**Responsibilities**

1. Support activities within the chapter at the direction of the Chapter Board
2. Understands and complies with National AMTA Bylaws and Policy
3. Attends chapter meetings and Chapter Board meetings, as needed/directed by the chapter president.
4. Accepts responsibilities delegated by the chapter president.
5. Completes and submits reports to the Chapter Board as requested.
6. Develop budget for committee and submit to Chapter Board for approval and inclusion in chapter budget
7. Respond to Association communications on a regular and timely basis via

phone, e- mail, or other appropriate means as it pertains to their volunteer position.

8. Identifies committee members and requests approval from Chapter President
9. Prepares and presents items to the Chapter Board
10. Ensures committee activities are completed
11. Ensures deadlines are met
12. Ensures that activities are completed within budget
13. Assigns work to committee members
14. Collaborate with other Chapter Committee Chairs as appropriate.
15. Is available to receive direct feedback from members for input.
16. Maintains orderly records of activities and timelines relevant to her/his position during their term and supplies the chapter with those records to ensure a smooth transitions
17. Manage the CT Conference Scholarship, and selection committee.
18. Submits paperwork for National-level awards. Works with Board to identify chapter award winners. Creates chapter awards. Manage the Chapter Meritorious selection committee.
19. Report to the Board Member 1 on activities one week prior to Board and Membership meetings.
20. Identify, cultivate, and recruit future Chapter leaders.
21. Maintains orderly records of activities and timelines relevant to her/his position during their term and supplies the incoming Secretary with those records to ensure a smooth transition.
22. Must perform duties as described in the Chapter Orientation and Procedures and Policy Manuals.

### **Time Commitment**

The time commitment is approximately 2 – 4 hours per month, depending on Chapter activities. Time commitment may be considerably greater for short durations depending on chapter activities / events.

### **Vacancy**

In the event of a vacancy, the Chapter President shall appoint, and the Chapter Board shall approve a new Awards Chair.

### **Removal from Office**

Removal shall occur in accordance with AMTA bylaws and policy.