

VICE PRESIDENT FOR AWARDS & RECOGNITION

The duties of the Vice President for Awards and Recognition shall be to:

- A. Attend all Executive Board and Association Meetings.
- B. Read and become familiar with the Constitution of the Association and the Handbook.
- C. Serve as chairman of the Awards & Recognition Committee.
- D. Serve as member ex-officio of Sponsorship and Funding, Assessment and Ceremonies and Recognition Task Force.
- E. Serve as clearinghouse for all state and national awards.
- F. Work in coordination with the other vice presidents in carrying out plans for the Annual Meeting.
- G. Maintain files on all state/national awards and their deadlines.
- H. Receive all award entry forms and distribute to the proper committees for judging.
- I. Maintain information on each entry for preparation of award booklets.
- J. Cooperate with the Ceremony & Recognition Task Force in printing the award booklets.
- K. Receive, coordinate judging, prepare entries for state signature and mail by deadline to Southern Region Director.
- L. Work with Convention Task Force in arranging award presentations at state meeting.
- M. Work with communications department in arranging publicity, pictures, etc. for annual state meeting.
- N. Facilitate award presentations.
- O. Notify appropriate district and state offices of winners after state and national meetings.
- P. Make arrangements for floral tribute for DSA and CE award winners at the national meeting.
- Q. Work with Sponsorship and Funding Task Force to develop new awards.
- R. Inform membership of new awards.
- S. Revise award summary pages in Handbook and notify membership of changes.
- T. Keep a file of past entries for reference.
- U. Send committee reports or actions to Vice President for Public Affairs for newsletter.
- V. Assemble all materials belonging to the office, add suggestions and deliver to successor.