



NATIONAL AWARDS COMMITTEE CHARTER

Committee Name: National Awards Committee

Committee Status: Ad-Hoc Committee

Committee HQ Point of Contact: Director of Programming (if vacant, VP of Programming)

Committee Time Commitment: February - May (4 months)

Charter Adopted: August 2023

Charter Revised: January 2026

I. Purpose

- A. The National Awards Committee ("Committee") is an ad-hoc committee whose purpose is to recognize outstanding performance and achievements by individual members and chapters.

II. Operations

- A. The Committee participation is eligible to Alumnae Members-Only in good standing.
- A. The Committee Members shall serve on an as needed basis.
- B. The Committee shall be composed of the Director of Programming (if vacant, VP of Programming) as the HQ Point of Contact, Committee Chair (Lead), and Committee Members (Support).
- C. The Committee shall meet as needed and shall be presided over by the Director of Programming. A meeting agenda will be prepared and distributed in advance of each meeting.
- D. The Committee may form working groups which consist of no fewer than two members to delegate work.
- E. If nominated for a national award, the Committee Member must choose between stepping out of the committee or forfeiting their award nomination. The committee member will be automatically ineligible to be considered for an award if the volunteer decides to remain in the committee.

III. Responsibilities

- A. Board of Directors
 - 1. Ensure any committee policies are aligned with state, federal, university, and/or Sorority guidelines.
 - 2. Review, advise, and approve committee recommendations and strategies to achieve committee goals.
- B. HQ Point of Contact
 - 1. Ensure the committee charter, transition manual, agendas, and goals are established and executed.
 - 2. Provide a monthly report and/or recommendations on the status of the committee agenda and goals to the Board of Directors.
- C. Committee Chair (Lead)
 - 1. Manage and advise on all committee activities.
 - 2. Ensure the awards selection process is conducted in a fair, timely, and efficient manner.
 - 3. Compile award nominations for review by removing all names and identifications of nominees and verify standing status of nominees.
 - 4. Oversee the review process to determine awards winners, order prizes, and prepare the award presentation at the Convention.
 - 5. Review and recommend changes to committee procedures to support and further the Sorority's mission.
 - 6. Be the point of contact for any national award questions from members.
- D. Committee Members (Support)
 - 1. Review anonymous nominations submitted from chapters and members.
 - 2. Rate nominations on a point-scale system rubric.
 - 3. Maintain confidentiality of nominated and awarded members, chapters, and programs including scores, rubrics, and the review process of award assignments.
 - 4. Perform other duties and responsibilities, as needed.

IV. Strategy

- A. To attract a broad range of qualified applicants
 - 1. The National Awards Committee will utilize various recruitment tactics to ensure the applicant pool reflects various regions, schools, and members.
- A. To provide fair and equitable treatment through the selection process
 - 2. The National Awards Committee will utilize materials that remove subjective opinions and bias such as through a standard application form, anonymous award reviews, and applicant assessment rubric.

V. Ideal Committee Member

- A. Interested in recognizing individual members and chapters for their outstanding performance and achievements.

VI. Appointment Timeline

DATE	ACTIVITY
March 15-28	Recruitment Period
**March 28	Recruitment Period Extension, if no interest
March 28 - April 1	Applicant Screening Period; Applicant contacted w/approval or rejection
April 1	HQ Point of Contact notified of approved committee members
April 1	Committee First Day of Contract
April 3-17	Committee Onboarding Period
May 17-23	Committee Closeout Period
May 24th	Committee Last Day of Contract

DATE	ACTIVITY
January	Recruitment Period
End of January	Recruitment Period Extension, if no interest
January	Applicant Screening Period; Applicant contacted w/approval or rejection
End of January	HQ Point of Contact notified of approved committee members
End of January	Committee First Day of Contract
Early February	Committee Onboarding Period
June	Committee Closeout Period
June 30	Committee Last Day of Contract