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| **Committee Name** | Awards |
| **Approval Date:** | September 8, 2011 | **Latest Revision Date:** ***(To Be Reviewed Annually)*** | September 15, 2020 |

Goals

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

Committee Membership

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

Timeline / Deadline

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| **January** | * Make sure that NSAWWA has a current list of available awards and the nomination criteria for each award.
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| **February** | * Have nomination solicitation letter, a list of available awards and nomination form prepared by the end of February.
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| **March** | * E-mail nomination letters, the list of available awards and a nomination form to NSAWWA members by end of March (via e-mail blast through Publications Committee).
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| **June** | * Require nominations be submitted no later than the end of June. All nominations to be submitted to the Awards Committee chair.
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| **July** | * Awards Committee meets in early July (via e-mail communication) to review the received nominations and decide on the award recipients.
* Notify the NSAWWA secretary by the end of July regarding the chosen award recipients.
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| **August** | * Keep in contact with the NSAWWA secretary to ensure the awards are ordered by the end of August.
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| **September** | * In September, call the awardees’ employers to ensure the awardees attendance at the Annual Fall Conference Banquet to receive the award and request a biography from the employer about the awardee.
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| **November** | * Present the award(s) at the Annual Fall Conference Banquet in November.
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Deliverables / Activities

* Develop a letter to mail to NSAWWA members soliciting nominations for the various awards available through AWWA/NSAWWA.
* Review the nominations about 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.
* Communicate the list of award recipients to the NSAWWA secretary for ordering of awards.
* 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.

Standard Procedures

* Obtain an updated list of available awards and nomination criteria from National AWWA.
* Prepare award solicitation documents.
* Coordinate with Publications Committee regarding e-mail blast for sending out nomination’s solicitations.
* Solicit nominations.
* Review received nomination forms and select award recipients.
* Work with NSAWWA Secretary to order awards.
* 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.
* Obtain biography from awardees’ employers.
* Coordinate with the Safety Committee on awards presentations during the Awards Banquet.
* Present the awards at the Annual Fall Conference Banquet.

Supporting Materials

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

Applicable Policy Numbers