



## Society for Design Administration Awards Committee Chair Position Description

### Position Description:

The Awards Committee Chair is the lead person overseeing the Awards Committee. The Awards Chair comes under the direction of the Executive Committee (ExCom) and shall in general, oversee the charges and duties of the Awards Committee. The Awards Chair presides over the meetings of the committee members and prepares and submits reports according to established guidelines, or as requested by the President and/or ExCom. At the end of the one-year term, the Awards Committee Chair may remain the Awards Committee Chair for one additional year, at the discretion of the President Elect.

### What to Expect:

The Awards Committee Chair position is one of leadership - to direct and implement the vision that ExCom has established through the strategic planning process. The Awards Committee Chair must manage the members of the Awards Committee to ensure that projects and tasks are being kept to schedule and implemented on time. The Awards Committee Chair may be called upon to represent the Society at official functions, which may require travel and time off from an employer<sup>1</sup>. An estimated time commitment of two (2) to four (4) hours per week on monthly commitments and reports, which includes, but is not limited to, Awards Committee Chair Report, monthly telephone conference call with Awards Committee members, and Monthly ExCom / National Committee Chairs Conference Call. Expect extra tasks and/or preparations for Leadership Conference and EDSymposium as required. Ability to respond to email in a timely manner is required.

### Time/Financial Expectations:

Event/Task	Time Commitment	Funded by SDA <sup>2</sup>	Not Funded	Anticipated Dates
<b>ExCom/Committee Chairs Strategic Retreat</b>	2 days	Airfare, ½ hotel, meals	N/A	June/August
<b>EDSymposium (with Leadership*)</b>	3 days	N/A	Airfare, hotel, registration	May
<b>ExCom/Committee Chairs Conference Calls</b>	1 hour per month	N/A	N/A	Per schedule
<b>ExCom/Committee Chairs Conference Call Prep</b>	.5 hour per month	N/A	N/A	
<b>Awards Committee Report</b>	1 hour per month	N/A	N/A	Per schedule
<b>Awards Committee Conference Call</b>	1 hour per month	N/A	N/A	
<b>**Chapter Excellence Award</b>	2 hours per month	N/A	N/A	
<b>**Chapter Awards</b>	3 hours per month	N/A	N/A	
<b>Miscellaneous email correspondence and tasks</b>	1-2 hours per week			
<b>Work on initiatives undertaken</b>	2 hours per week			

<sup>1</sup> Requirements to attend any of SDA's National events will be evaluated and determined by the Executive Committee in a timely manner.

<sup>2</sup> During budget preparations for the upcoming year, the Executive Committee will review and determine the availability of funds to reimburse portions of travel expenses for all National Committee Chair attendance to any National event, if attendance is required. This evaluation will be done on a yearly basis and determined by current prevailing economic conditions at the time of planning.

- \* Leadership is subject to be scheduled as a separate national event during some years, all to be determined by the current Executive Committee and economic conditions.
- \*\* Time commitment for Awards Chair can be expected to increase during submittal deadlines, judging, and preparations for Chapter Excellence Award and Chapter Awards as well as preparations for annual event in which those winners are announced.

### **Duties and Responsibilities:**

- ◆ Oversees the Awards Committee
- ◆ Oversees the development and implementation of goals and objectives for the year, which reflect the overall strategic plan and vision of ExCom
- ◆ Oversees and coordinates submittals and selection of winners for any National awards presented
- ◆ Secures jurors for submittal review
- ◆ Reviews and improves criteria for awards
- ◆ Recommends additions or deletions of awards categories, suggestions for improvements, etc.
- ◆ Prepares monthly Awards Committee report, noting all activity / action and status of tasks for that month. Distributes to Headquarters and President Friday prior to scheduled monthly conference call
- ◆ Attends Annual Leadership Conference (if scheduled separately from EDSymposium)
- ◆ Attends annual EDSymposium
- ◆ Coordinates the Awards Ceremony with the EDSymposium Committee.
- ◆ Attends ExCom / National Committee Chairs Strategic Retreat (if any) (June)
- ◆ Communicates with affiliated organizations as requested/determined by the Executive Committee and/or Executive Director
- ◆ Assesses the need for volunteers to enhance program/service delivery
- ◆ Authors communications relative to the Awards Committee for BTD and such SDA communications as determined in schedule
- ◆ Acts as liaison to committees intersecting with the Awards Committee.
- ◆ Works with Headquarters to keep awards information updated on the SDA National website – headshots of committee members, announcements, call for entry, winners, etc.
- ◆ Prepares annual wrap-up report for the Awards Committee
- ◆ Prepares and sends a letter to each juror thanking them for their service in assisting the Awards Committee and SDA's National Awards program

### **Committee Purpose/Responsibilities:**

- ◆ Honoring and/or encouraging best practice behavior within the industry
- ◆ Developing pathways to demonstrate how chapter and/or members can become stronger within the industry
- ◆ Developing a member recognition program for tenure – five years, ten years, fifteen year, etc.
- ◆ Developing Chapter Accord Award in conjunction with the Governance Committee

### **Budgets Responsible to Develop:**

- ◆ Awards Committee to submit proposed budget to ExCom for final approval