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| Board Position: | Awards | Eligible to Vote: | |
| Chapter Name: | | State: | |
| Term Start Date: | | Term End Date: | |
| Reports to: | | | |
| Job Description | | | |
| <p>Objective: Successfully track and submit required data, activity, and milestones of the chapter in alignment with Awards Criteria provided by NAHU.</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> ✓ Review NAHU Award criteria on a monthly basis ✓ Create a submission timeline for each award application and process ✓ Develop Awards Committee consisting of two or more committee members ✓ Oversee board member participation required for each award ✓ Monthly follow up and task tracking ✓ Provide quarterly updates on submissions and outcomes ✓ Attend annual awards breakfast at NAHU National Convention ✓ Work in conjunction with Media Chair to coordinate award announcements to local & state chapters and media outlets ✓ Review progress monthly with board and Chapter President <p>Expected Commitment:</p> <p>Monthly Deliverables (based on board's strategic plan)</p> <p>Chapter Board Meetings and Events</p> <p>Regional and National Meetings and Events</p> | | | |
| Chair: | | President: | |
| Sign: | | Sign: | |
| Date: | | Date: | |