

NAHU State & Local Awards Chair Job Description

Awards Purpose Statement:

The purpose of NAHU's Awards Committee is to encourage chapters and members to strive for outstanding achievement and to recognize exceptional chapters and members for going above and beyond recommended thresholds and excelling in education, advocacy and professionalism.

General Duties:

- 1 Assist Awards Chairs and Chapter Officers with awards as required
- 2 Encourage chapters and deserving members to apply for awards
- 3 Provide feedback on awards issues as requested
- 4 Participate in monthly conference calls (if applicable)
- 5 Familiarize yourself with all awards
- 6 Familiarize yourself with the awards guidebook
- 7 Help educate new awards chairs (Applies to State Award Chairs)
- 8 Attend annual convention and regional meeting (HIGHLY Recommended)

What I Touch:

- 1 All awards applications we currently have
- 2 Awards guidebook
- 3 NAHU website
- 4 Awards submissions sent in for the year

Who I work with:

- 1 Chapter Officers and Committee Chairs
- 2 State or Regional Awards Chair
- 3 NAHU Staff Person (Brooke Willson)
- 4 Individual Members