**Purpose Scope Objective:**

The purpose of this document is to provide guidance on the role and responsibilities of the position of Awards and Honors Chair for current and future Chapter Executive Committee members.

**Roles and Responsibilities:**

The role of the Awards and Honors Chair is to enhance the process and quality of the awards and honors that the Chapter bestows on members, guests and others for their efforts toward safety.

Three of the top key elements to success of this Executive Committee position include:

* + Continually plays down egos, even when engaged in passionate discussions and decisions
	+ Contribute significant voluntary time and effort to make the Chapter successful
	+ Act as a steward of the Chapter’s finances, committing resources with purpose and judgement

Additional responsibilities include:

1. Take the appropriate web-based training for the position as prescribed by Society on the ASSP website
2. Keep the Awards and Honors application form updated and recommend changes as agreed with by the Executive Committee
3. Seek out and contact people who might be considered for recognition
4. Manage the 50 / 50 Drawing at each of the monthly general meetings (See BCOG for 50/50 Drawing)

**Procedures:**

**Monthly General Meeting:**

1. Be prepared to present the recognition to any recipient as agreed upon with the Executive Committee
2. Review the Awards and Honors process with members and guests to encourage submittals

**Monthly Executive Committee Meeting:**

1. Attend the monthly Executive Committee meeting to discuss any nominations for Awards & Honors and to review those selected for recognition

**Resources:**

Chapter Website

Executive Committee

Awards & Honors guidance documents

**Continuous Improvement:**

This document will be updated annually by the Awards & Honors Chair and submitted to the Long Range Planning Chair at the annual Executive Committee transition meeting.