

RECOGNITION COMMITTEE CHAIR

Purpose:

This individual shall help select deserving recipients for the Awards as defined by the Awards criteria.

Organization:

The Recognition Committee Chair shall be elected by members of the Recognition Committee to serve a one year term. The Chair may be reelected. The Recognition Committee shall consist of: the President, Past-President, President-Elect, and one member from each Division. Time and frequency of meetings shall be left to the discretion of the Awards Chair.

Responsibilities:

1. Attend all Executive Board meetings.
2. Review and monitor the award criteria and update the online process.
3. Collaborate with committee members to ensure the duties of this committee are completed.
4. Notify division chairs of appropriate deadlines to elicit nominations for each award.
5. Oversee that solicitations of nominations are carried out by each division chair
6. Notify Division Chairs and members of award logistics: award submission deadlines, requirements of awards, and deadline for notification of award winners
7. Collaborate with Convention Manager on Awards Banquet.
8. Ensure that all AV equipment, podium and items are set up and ready at the start of the banquet.
9. Collaborate with Executive Director to secure award nominations and processes.
10. Meet with committee to confirm eligibility of award nominees.
11. Collaborate with Executive Director for the design and ordering of the commemorative award.
12. Write biographical sketches for the award program.
13. Collaborate with Executive Director to create and print awards program booklet.
14. Collaborate with the convention manager concerning the logistics of the awards banquet.
15. Create and compile information for the Awards Banquet presentation slideshow and script.
16. Arrange photographer to take pictures of winners at awards ceremony.
17. Meet, greet, and seat recipients and family for the Awards Banquet.
18. Present or arrange for Master of Ceremony at the Awards Banquet at the COAHPERD convention.
19. Notify newspapers and superiors (principal, superintendent, department chair, etc.) of award.
20. Inform award winners of Central District and AAHPERD continuing processes; application information and deadlines.
21. Provide recognition of Nationally Board Certified Physical Education, Central District Association and National Teachers of the Year of the current year.
22. Collaborate with the webmaster to post photos and award winner information on the website.
23. Collaborate in the evaluation of committee members.
24. Perform other duties as designated by the Executive Committee.
25. Submit items for silent auction and or other fundraising efforts.