



Job Description

Committee Name: AWARDS COMMITTEE (Appointed annually, confirmed at Fall HOD. One year term, renewable.)

Rationale: The District needs a system of recognizing and awarding the extra efforts of its members, in both service to the organization, and musical achievement. This recognition should apply to persons or to groups.

Tasks & Responsibilities:

1. Form and chair a committee, in size and scope at his discretion, to assist him in the completion of his duties, such committee to be approved by the District President.
2. Prepare an annual work plan.
3. Report to the BOD, DMT and HOD on the status of the work plan.
4. Maintain and update an awards record, which lists the name, purpose, presentation schedule, eligibility requirement, approximate monetary value, responsibilities for possession, care and replacement.
5. Maintain and update a record of the winners of each award since its inception.
6. Prepare and make available a listing of awards to be presented at District Conventions.
7. Prepare and make available in writing instructions for presenters at these events.
8. Assist the Convention Committee in arranging the details of the presentations at each event.
9. Maintain the awards in good condition and appearance.
10. Arrange for responsible pricing of engraving, repair of current awards and construction of new awards when and as necessary.
11. Prepare an annual budget proposal and submit it to the VP Finance for inclusion in the preparation of the District Budget.

Directly Communicates with: District President DMT and HOD.

Reports Required			
Type	To	Copies to	Due Date
Annual Work Plan in writing.	District President	BOD DMT	For following year one week prior to September Planning meeting.
Progress Report in writing.	District President	BOD DMT	One week prior to each DMT and HOD meeting.