

## **AWARDS COMMITTEE**

### General Description

The Awards Committee is comprised of a chair appointed by the President, with the approval of the Board of Directors, two Past-Presidents able to serve (preferably to include the Immediate Past President) and two persons from the SCA general membership appointed by the President. Note: No Past-President currently serving on the Board may be appointed chair.

Current awards include: The Sustained Service Awards; and the James V. Mink Scholarship Awards for the Annual General Meeting and the Western Archives Institute.

### Responsibilities

1. Publicizes awards offered by SCA through announcements in the newsletter and appropriate brochure mailings and AGM open houses.
2. Establishes a deadline for awards nominations to be sent to the committee chair.
3. Distributes nominations to committee membership.
4. Evaluates and selects winners from nominees/candidates for each award in each category on the basis of written award criteria. Note: Criteria policy or eligibility questions are directed to the Chair or Board for clarification.
5. Notifies awardee and other nominees/candidates for each award in each category.
6. Announces awards during the SCA Annual Meeting.
7. Writes articles for the newsletter regarding awards and awardees.
8. Develops ideas and reviews suggestions for new awards.
9. Develops criteria and guidelines, and makes recommendations to the Board.
10. Reports to the Board through a selected Board member liaison. Note: Usually the immediate Past-President, who is a member of the committee.