

## **AWARDS COMMITTEE**

### **OFFICE RESPONSIBILITIES**

- Establish the guidelines for awards, consistent with the NCCCLA Constitution and Bylaws, and obtain Executive Board approval.
- Maintain NC Foundation records and communicate as needed.
- Solicit nominations and select recipients for awards.
- Promote the Scholarship fund and receive donations.
- For reference, maintain documentation that might be useful to a successor.
- Perform any tasks assigned by the President.

### **COMPOSITION**

- The Awards Committee Chair is appointed by the President and attends Executive Board meetings as a voting member. Once appointed by the President, the Awards Committee Chair will remain in office until a successor is appointed.
- Committee members may volunteer to serve or be recruited by the Chair; members should ideally be derived from geographically diverse member institutions. Committee members will serve two-year terms (from conference to conference).

### **GENERAL PROCEDURES**

- Meet during the first or second quarter after the annual Association conference to determine responsibilities for various awards and dates for activities/procedures.
- Review and update information and forms in the “Awards” section of the NCCCLA website, and/or send any changes to the Webmaster for posting.
- Scholarship timeline:
  - At least three months prior to the deadline to receive applications:
    - Via electronic mail, send scholarship guidelines and applications (all except those for the Professional Development and Conference Grants) to the NCCCLA membership and contact persons for North Carolina library science programs, asking them to distribute to any interested parties.
    - Include a deadline for return of applications that is on or before May 1<sup>st</sup>.
  - At least one month after the deadline:
    - Meet to determine scholarship recipients.
    - Notify Executive Board of recipient selections and obtain approval for such awards as require it.

- Notify the NC Foundation for the Scottie Cox Scholarship and the Mertys Bell recipients via electronic mail.
- Notify Treasurer and the NC Foundation to distribute scholarship monetary awards (if any).
- Awards and Grants timeline:
  - At least three months prior to the conference:
    - Via electronic mail, send award and grant guidelines and applications to the NCCCLA membership and contact persons for North Carolina library science programs, asking them to distribute to any interested parties.
    - Include a deadline for return of applications that is approximately one month after date of distribution.
  - At least one month prior to the conference:
    - Meet to determine award and grant recipients.
    - Notify Executive Board of recipient selections and obtain approval for such awards as require it.
    - Notify recipients via electronic mail.
    - Notify Treasurer to distribute Conference Grant monetary awards (if any).
- Order plaques for NCCCLA President, Achievement Award recipient (if any), and other plaques requested by the Vice President/President-Elect.
- Print award and grant certificates for presentation.
- Announce award and grant winners and present certificates and/or plaques at the conference.
- After the conference:
  - Mail certificates to those award recipients who were not present at the conference.
  - Send a photo of award recipients to the Webmaster for posting on the NCCCLA website.
  - Notify the Treasurer and NC Foundation to distribute Scholarship monetary awards.
  - Notify the Membership Chairperson of any additions to the list of Life Members.
  - Notify the Procedures Officer of any additions to the lists of Grant recipients, Scholarship recipients, Life Members, and/or Achievement Award winners.
- Follow the same general procedures as above for the announcement, recipient selection, and monetary award distribution of the Professional Development Grant, following the appropriate timeline as determined by the Committee.