

# Awards Committee

Developed February 2011

## Purpose of the Committee

The awards committee coordinates with CTAT area councils to honor the accomplishments of CTAT member counselors and administrators and the contributions made to CTE programs by business, industry, and community leaders. The awards committee also collaborates with CTAT scholarship committee to recognize the accomplishments of CTAT scholarship recipients.

## Membership and Leadership

The awards committee is made up of active CTAT members from the guidance and administrator divisions. Committee members are recruited from each CTAT area or designated by the CTAT area presidents. Subcommittees include guidance and administrator awards review teams.

## General Duties of Committee

1. Inform CTAT area presidents and board members of award opportunities and guidelines
2. Gather and review award recipient information
3. Plan and conduct the CTAT awards luncheon

## Specific Duties of Committee

1. Establish guidelines for selecting the CTAT outstanding guidance and administrator award recipients
2. Review and rank CTAT guidance and administrator award applicants

## Roles of the Chairperson

1. To guide the committee in setting goals and objectives, and setting a yearly calendar of meeting times and activities so that the committee will reach the goals and objectives
2. To set meeting agendas, run meetings, and help the committee follow through on action items
3. To represent the committee in discussions with the Board of Directors
4. To represent the committee to the membership
5. To facilitate CTAT outstanding guidance and administrator award review teams
6. To provide award luncheon information to area CTE service award recipients
7. To provide interview information to area CTAT outstanding administrator candidates
8. To review and rank CTAT guidance and administrator awards applicants
9. To contact CTAT staff with award recipient information
10. To coordinate awards luncheon details with CTAT staff
11. To print and frame award certificates
12. To contact plaque vendor to order award plaques

## Roles of the Staff Liaison

1. To manage the electronic records and web presence of the committee
2. To assist in scheduling specially called meetings in the event the committee must gather in person to conduct business prior to regularly scheduled meetings,
3. To manage committee rosters and assist in recruiting new committee members
4. To provide meeting room for CTAT outstanding administrator interview team
5. To coordinate with the awards committee chairs to plan and implement the CTAT awards luncheon
6. To provide tenure information to award committee chairs

## **Resources**

The following are resources available to all committees and will be housed in the committee chair's binder, at CTAT Headquarters and online if applicable.

1. Current committee roster and sign in sheet
2. Committee Minutes archives
3. Board of Directors Minutes archives
4. Bylaws
5. Policies and Procedures Manual (see p. 7-8, items V.1 – V.5; p. 10-12; items VII.1 – VII.18)
6. Strategic Plan
7. Committee Binder for committee chair's use
8. List of CTAT scholarship recipients from scholarship committee
9. Date, time, and location of CTAT outstanding administrator applicants' interviews and CTAT awards luncheon
10. Names, biographies, and digital photographs of CTE service award recipients from CTAT area presidents
11. Applications and digital photographs of CTAT area outstanding guidance and administrator awards from CTAT area presidents
12. List of CTAT tenure certificate recipients from CTAT area presidents
13. CTAT area representatives to the guidance and administrator awards review teams from CTAT area presidents
14. CTAT awards guidelines and applications located on the CTAT website

## **Meetings**

Committees hold two regularly scheduled meetings a year, one at the annual winter conference and one at the annual summer conference. Committees hold two regularly scheduled meetings a year, one at the annual winter conference and one at the annual summer conference.

The Board of Directors requests that committee chairs submit a report to the Board with suggested actions or updates at least two weeks before the winter and summer Board of Directors meetings. Board action will be determined and discussion items placed on the agenda as necessary based on preliminary committee reports. Preliminary business may be performed on an online platform such as Go To Meeting or Google Groups.

In certain cases, it is necessary for committees to call special meetings to gather in the interim between regularly scheduled meetings.

A schedule of meetings should be determined by the committee chair with the assistance of the staff liaison allowing for the submission of a committee report two weeks prior to regularly scheduled meetings.

## **Annual Goals, Objectives and Outcome Measures**

The awards committee meets at the Education Open Source conference to review functions and duties.

## **Relationship to Other Committees**

Receive CTAT scholarship recipient information from the scholarship committee for the CTAT awards luncheon program and PowerPoint presentation.

**Signatures**

a. By signing below, we the members, of the \_\_\_\_\_ Committee request that the Board of Directors endorse this Charter, and promise our best efforts in fulfilling its provisions.

\_\_\_\_\_ Chairperson

\_\_\_\_\_ Vice Chairperson

**Approval**

The Board of Directors approves this Charter, and promises to support the \_\_\_\_\_ Committee to fulfill its mission and purpose.

\_\_\_\_\_ President

\_\_\_\_\_ Executive Director