



Awards Committee Chair

This individual is appointed by the NABIP president. The purpose of the awards committee is to administer the national awards program. The awards honor both individual members and state and local chapters for dedicating countless hours serving the association and the industry.

The chair will represent the committee at other committee and council meetings as needed. The chair will direct the efforts of the committee to establish goals and directions for the committee. The chair will work directly with the Regional Awards Chairs and other committee chairs as determined by the award applications. The Chair will work closely with all committee and council chairs and with its staff liaison.

The chair will:

- Set committee goals for the year
- Hold and chair monthly meetings
- Have a good working knowledge of the award applications and guidebook
- Work with committee to inform state and local awards chairs of anything awards
- Review and judge awards submissions
- Review awards applications on a regular basis to ensure their relevance
- Work with staff to prepare and organize virtual judging process
- Attend Annual Convention
- Assist with the announcement and presentation of the annual awards during the Awards Ceremony at Annual Convention.
- Work with regional awards chairs on guidelines, duties and responsibilities
- Coordinate with regional chairs regarding topics and distribution of monthly awards e-mail to regional and chapter leadership
- Answer questions as they come up

Staff Liaison:

- Reports on the status of award applications.
- Updates award applications and guidebook as needed
- Manages the online award application process
- Tracks award winners, orders awards and assists with the distribution of awards during the Awards Ceremony at Annual Convention
- Writes the Awards Ceremony script and program with the assistance of committee chairs



- Tracks awards statistics from year to year
- Ensures the required awards are reviewed every three years.
- Takes meeting minutes.
- Support the committee with all awards endeavors.