

## AWARDS COMMITTEE

### OVERSIGHT

ADMINISTRATIVE COUNCIL

### COMPOSITION

The Awards Committee shall be composed of the Trustee at Large, the Treasurer, and the Vice President. Additional members of this committee may be appointed by the Chair. The Trustee at Large will serve as the Chair of this committee.

### DUTIES

1. Work with IDHA President to identify special recognition awards and present to Board of Directors for approval at the Summer BOD meeting.
2. Identify candidate(s) for the IDHA Community Service Award, the IDHA Juanita Schisler Award, the IDHA Life Membership Award, and the IDHA Outstanding Dental Hygienist of the Year Award, following established guidelines. (pgs. 48-51)
3. Select no more than three nominees for each of the above-mentioned awards and submit to the IDHA BOD for their selection by the Summer BOD meeting.
4. Present award winners with a commemorative plaque at the IDHA Annual Conference.
5. Contact Directors of Indiana dental hygiene programs to identify the IDHA A. Rebekah Fisk Award (pg. 47) winner by January 15. Nominations must be received from program directors by March 1 of each year.
6. Coordinate with Central Office the ordering and delivering of the A. Rebekah Fisk Award commemorative plaques and certificates to the dental hygiene program directors.
7. Keep Annual Conference Council Chair informed of progress.
8. Coordinate with Central Office on the ordering of the commemorative plaques.
9. Submit electronic records of all award winners and their nomination/application documents to the Central Office.
10. Submit Awards Committee proposed budget to the Treasurer and Finance Committee regarding funding for awards by January 15.
11. Solicit nominations for IDHA Awards throughout the year.
12. Consult with the outgoing President on the selection of an honorarium or President's Pin to be presented at the Annual Conference.

### GUIDELINES FOR THE AWARDS COMMITTEE:

1. All award winners shall receive a commemorative plaque and be recognized at the IDHA Annual Conference, in the News section of the IDHA website, and on IDHA Social Media pages.
2. Nominations may be submitted by any IDHA member.
3. By July 1, all nominees' names and bios should be submitted electronically for review.
4. Electronic voting or paper ballots for these awards shall be completed no later than August 1.
5. The name or names for Life Membership receiving a unanimous vote by the BOD will be submitted by resolution to the General Assembly.