



AN ABAI CHAPTER AFFILIATE

## Awards Committee Charter

### Purpose

The purpose of the Awards Committee is to establish awards provided by TxABA and recommend nominees for said awards.

### Committee Membership

The Awards Committee shall have a minimum of two (2), and no more than five (5), committee members. One of those members shall serve as the chair of the committee, who will be appointed by majority vote of the TxABA Executive Council.

Appointments to this committee shall be made annually by the TxABA Executive Council. Members of the Awards Committee must have been a member of TxABA for a minimum of 10 years.

All committee members will be appointed as At-Large members. The Executive Council will annually appoint one At-Large member to serve as Awards Committee chair.

Committee members may serve a maximum of three consecutive 3-year terms. The original four members of the Awards committee may serve terms of different lengths in order to stagger the term lengths of said members.

Below are the current committee member roles:

- Chair: The Chair of the Awards Committee shall be one of the members appointed by council and selected by majority vote from among the committee's members. The chair shall be appointed by the TxABA Executive Council annually. The Chair shall preside over Awards Committee meetings and present awards to recipients at the annual conference or other designated time and place.



- At-Large Members: All other Awards Committee members shall be at-large members with no specific responsibilities besides those delineated below or otherwise assigned to them by the chair.

## Authority and Responsibilities

The Award Committee's responsibilities are as follows:

1. Before each annual TxABA Conference the committee identifies possible nominees for each award, though no award is required to be presented annually.
  - a. Nominations for awards are solicited from former award recipients, current and former TxABA Executive Council members, and by posting information on the TxABA website. Posted information to include:
    - i. Award categories
    - ii. Supporting documents to be submitted (e.g., articles published by or about the proposed awardee and their work, CV, letter of support, etc.)
    - iii. Submission deadline
  - b. Awards committee contacts possible award recipients regarding willingness to accept an award and possible conference attendance
  - c. Awards committee reviews information regarding nominees willing to accept the relevant awards and then selects nominees to submit to the TxABA Executive Council.
2. Forward names of nominees to the TxABA Executive Council via the TxABA Executive Director by October 30 of the year before a TxABA annual conference
  - a. The TxABA Executive Council shall make the final decision regarding award recipients
  - b. The Awards Committee shall communicate receipt of the award to awardees
3. Present the awards to awardees at the annual conference, or, if not possible, another suitable time and location as determined by the Executive Council with the advice of the Awards Committee
4. Recommend new categories of TxABA awards to the TxABA Executive Council via the TxABA Executive Director

Award winners shall receive the following:

1. An inscribed plaque
2. Presentation of the plaque along with an introduction noting the recipient's activities that justified the award, during a TxABA event, preferably the annual conference
3. Complementary event registration fee and CEUs to the recipient (no cost)
4. Invitation to the Speaker Dinner if the award is presented at the Annual Conference
5. A "swag bag" similar to the one the speakers receive at the annual conference



## Sub-Committees

The Awards Committee shall have the power to establish standing or ad-hoc sub-committees as required by the scope of its work.

