

Recognition Committee

The Recognition Committee is responsible for the NACDEP awards process. The committee receives the applications, recruits individuals to serve as judges, compiles the results, determines the regional and national winners, hosts the awards ceremony at the annual conference, and reviews the process for continual improvement. Work is done through email, conference calls, and on-site meetings during the annual conference.

Mission Statement

The Recognition Committee is responsible for overseeing the process for identifying NACDEP members at the regional and national levels for outstanding outreach, scholarship, and service to NACDEP.

Duties of the Chair

The Committee Chair serves as the point person for the group. Duties include:

- Working with the Management Firm, Regional Representatives and Communications Committee to ensure distribution of the annual awards announcement.
- Working with Committee Members and Regional Representatives to find two main judges (and alternates) from each geographic region.
- Working with Management Firm and Committee Members on logistics and other matters related to the awards presentation ceremony.
- Working with the NACDEP Board on procedural and other matters related to awards as well as making monthly reports on the committee's work during the conference call (meetings).
- Set up committee in Member Clicks.
- Report any potential expenses for coming fiscal year to treasure by November 1.

Management Firm Support Provided

- Receiving the award/recognition applications and putting them into a database.
- Preparing the actual awards to be given out (procuring plaques, printing certificates, etc.).

Schedule

January

- Finalize and distribute award announcement.
- Publicize awards process. February:
- Seek and select awards judges. March/April:
- Awards applications reviewed and evaluated.
- Winners determined and notified.
- Non-winners notified. April/May/June:
- Develop award script.
- Design awards program.
- Create awards program.
- Assign on-site responsibilities.
- Select emcee.

Conference (and Afterwards)

- Review the awards materials for accuracy and completeness.
- Meet on-site before the ceremony.
- Carry out assigned tasks assigned before and during ceremony.
- React to any situation that emerges.
- Participate in de-briefing meeting after the awards ceremony Post-Conference:
- Handle any awards-related corrections that are needed.
- Distribute photographs and model press releases.
- Create articles on award winners for use by NACDEP – with Com Com and Member Services.
- Compile data on awards applications.
- Review awards process from previous year.
- Determine what (if any) changes are needed to process.
- Determine what (if any) changes are needed to awards categories.