

Awards Committee			
# Members	Term	Meetings per Year	Required by By-Laws
4	2 years	1	NO

Purpose:

The work of the Awards Committee recognizes the achievements and contributions of LQG members.

Process for Adding New Members:

Two (2) committee members should be added each year. This provides for 2 members on the committee with 1 year of experience when 2 new committee members are added. 1 committee member will serve as the Committee Chair during the second year of their term.

Awards:

LQG Life Member: This is the highest honor given to an LQG member. It is awarded for a lifetime of achievement and significant contributions to the Guild. (This is an award that is infrequently given.)

LQG Bright Star Award: This is given to members for consistent achievement and continuing involvement for the betterment of the Guild over a period of time. (For achievement beyond the Shining Star level but less than the level of a Life Member.)

LQG Shining Star Award: This is given to members for a significant contribution to the Guild. It may be for a single project or for an ongoing project.

Duties

1. The Awards Committee Chair should make an announcement at the July LQG meeting to remind members about the availability of Awards and about the Awards nomination process. Inform LQG members that nomination forms are available 1) from Committee members, 2) on the LQG website, and 3) in the August *Plain Print*.
2. The Chair will place the nomination announcement and nomination form in the August issue of the *Plain Print*.
3. The deadline for nomination forms to be submitted is September 1. Forms should be postmarked on or before September 1 and mailed to the LQG PO Box **or** hand-delivered to the current LQG President on or before September 1.
4. All nomination forms that are submitted by the September 1 deadline will be gathered by the LQG President and given to the Awards Committee for review.
5. The Awards Committee will compare nominations to the list of previous award winners. An LQG member should not receive 2 awards for the same activity.
6. Members of the Awards Committee may write a nomination if they feel there is a deserving LQG member who has not been nominated.
7. Award nominees must receive more than 1 nomination before an award is given.
8. If the Awards Committee reaches consensus that an LQG member should receive a different award than the one for which the member was nominated, the Committee may change the award designation.

Duties [Awards Committee] (continued)

9. The Chair of the Awards Committee will present a list of award nominations to the LQG Board for approval at the October Board meeting. The Board must give final approval for all awards.
10. All nomination forms for awards not given should be destroyed by the LQG President.
11. Prior to the October LQG meeting, the Chair should ask the President to get the required award pins from the container in the locked cabinet in the Resource Room.
12. A member of the Awards Committee will present pins to award recipients during the October LQG meeting.
13. Committee members will make all decisions for the Committee with concurrence from the LQG Board. The Committee does not have to answer to outside influences. In the event that problems are encountered, the Committee Chair should contact the LQG President.
14. The Chair should write a final report about Committee activities. 1 copy of the report should be turned in to the LQG President at the November meeting. 1 copy should be added to the Committee folder.