

**APPA Awards & Recognition Committee**  
**Charge/Expectations/Responsibilities for Committee Members**  
*(revision date: 11/4/2011)*

**CONTEXT:**

APPA Committees have long been the critical linchpin in achieving the goals, objectives, and strategies outlined in APPA's Strategic Plan. However, each committee's body of work cannot be neatly separated or isolated from the other committees. In fact, it has become abundantly clear within our latest planning cycle that collaboration between and amongst each of the committees is the key to successful completion of the 5 Leading Strategies and 5 Foundational Elements that will ultimately result in the achievement of the stated desired Objectives/Outcomes. This is the context for each committee's charge, expectations, and responsibilities.

**CHARGE:**

The Awards & Recognition Committee has a key role in ensuring recognition of "individual" service and achievement by considering applications for such individual awards as the Meritorious Service, the APPA Fellow, and the Pacesetter award.

**EXPECTATIONS & RESPONSIBILITIES:**

Each individual should begin/continue their role with a passion for the work of their chosen committee and provide support for the chairperson and other committee members alike. As with other APPA committees, there is the expectation of full participation, to the extent possible, in all committee meetings (generally two times per year and monthly conference calls). Implicit in this expectation is the understanding that members' institutions will support their attendance at APPA's annual conference where the committee holds a regularly scheduled meeting prior to the official opening of the conference (at the committee member institution's expense). This meeting is usually held in July. If for some reason the committee member is unable to attend this meeting, a substitute from that region should be selected to attend to ensure a balance of representation and continued flow of information to the committee and the regional board.

There is the potential for a significant time commitment involved in serving on this committee, as each member usually reviews numerous applications for these service and achievement awards during each spring. IF the meeting occurs face-to-face, APPA will pay for the member's attendance. Each application must be rated and scored at least one week before the group call or meeting and the results forwarded to the APPA staff liaison. Only three Meritorious Service and seven Pacesetter awards can be bestowed in any year and there is a no limit on the number of APPA Fellow awards. In order to preserve the credibility of the process, members must avoid the appearance of any conflict of interest and understand that they will not be considered for individual awards during the member's service on the committee nor assist in writing individual's narratives for submission.

Each committee member should attend their regional annual meetings to provide committee progress reports, ensure regional award winners are recognized, and to recruit a replacement. It is suggested that each committee member provide some written report to their regional board and write an article for their regional newsletter. To aid in creating the agendas for the regional board meetings, each committee member should notify their regional president (or their designee) of the award time tables. Each committee member should also stay in close

communication with their regional board and President (or their designee) as to the status of their term on the Awards & Recognition Committee to ensure highly qualified replacements are identified well in advance of the expiration of the member's term. In like manner, each committee member should take an active role in finding and educating their replacement in the work of the committee to date (e.g., orientation/briefing material; transfer of any background information and records).