

**Awards Committee
Voting Member Position Description**

**General Summary (language from bylaws)**

The Awards Committee establishes criteria for, accepts nominations, and selects recipients for any award offered through or on behalf of the Association. The Committee accepts nominations annually for the Lifetime Achievement, Policy Champion, Emerging Leader, and Health Equity Champion Awards. Criteria and funding for Lifetime Achievement, Policy Champion, Emerging Leader, and Health Equity Champion Awards are approved annually by the Board. The Committee announces the recipients of the Lifetime Achievement Award and Policy Champion, Emerging Leader, and Health Equity Champion Awards at the Annual Meeting.

The criteria for and establishment of additional awards offered through or on behalf of the Association must be approved by the Board before nominations may be considered by the Awards Committee.

Sections may present awards specific to their special interest area. Award criteria, outreach plans, and selection rubrics must be shared with the board before a section award can be offered. Award recipient names must be shared with the board.

**Primary Duties and Responsibilities**

* Attend committee meetings (May, June, 2x in September at minimum)
* Review award criteria and nominations given and provide recommendation to the board.
* Solicit award submissions
* Read and review all award submissions and score based on approved criteria and rubric
* Contact award winner on behalf of the association
* Choose recipient award plaque based on board approved budget

**Additional Responsibilities** (please consider engaging in one of the following)

* Lead planning the awards event
* Help with communications/marketing for soliciting awards
* Help with communications after awards event to share out the recipients – social media, press releases, website, etc.

 **Qualifications**

* Are currently a member of OPHA.

 **Commitment**

The time commitment as an awards committee member is between 5-15 hours a year between the months of May and October. This can range depending on the member’s interest in taking on additional responsibilities as listed above.