

Charges for the Awards Committee Chair, 2025-2026

1. Shall solicit nominations for the following awards no later than December 1:
 - Frank Barclay Award,
 - Earl B. Thomas Award,
 - Charles O. Blalock Award,
 - John R. Gordon Award,
 - Lewis Buckingham Award,
 - Directors Award,
 - President's Award,
 - Rookie of the Year Award,
 - Medical Consultants Award, and
 - NADE Award
2. Shall review the effectiveness of the NADE Awards Program, including the awards criteria. Shall present the awards criteria with any proposed changes for Board approval no later than November 15.
3. Shall prepare guidelines for nominations. Shall present these guidelines for Board approval no later than November 15.
4. Shall submit awards criteria for publication in the winter issue of the Advocate.
5. Shall submit all award nominations to the appropriate Regional Director for review and approval no later than April 1.
6. Shall conduct a vote to select a winner for all awards for which at least one nomination was received no later than April 31. To be selected as an award winner, a nomination must receive majority vote of the Awards Committee members. In the event of a tie vote, the NADE President shall cast the tie-breaking vote.
7. Shall attend the annual national training conference and be responsible for presenting awards to the award winners.
8. Shall purchase awards and/or plaques to be available for presentation at the annual national training conference.
9. Shall prepare a brief synopsis of each award winner's nomination for use in presenting the awards.
10. Shall present a laminated copy of the winning nomination write-up to the award winner.
11. Shall notify nominees of their awards nomination.

12. Shall prepare an article recognizing all award winners, to be published in the Advocate immediately following the annual national training conference.
13. Shall obtain plaques for new chapters when notified by the Constitution and By-Laws Chair.
14. Shall report to the mid-year and annual General Membership meeting, summarizing in a 1-page executive summary highlights for reading at the General Membership meeting.
15. Shall inform committee members of the committee duties and keep them informed of progress in fulfilling those duties.
16. Shall mentor their successor in this role.
17. Shall send copies of all correspondence to the NADE President and President-elect
18. When the term of office ends, shall image all appropriate records, and submit those records that have not previously been submitted to the NADE Secretary.