

## **AWARDS COMMITTEE & CHAIR JOB DESCRIPTION/TIMELINE**

Chairing the Awards Committee falls under the responsibility of the Vice President. (See Vice President Job Description). The term is two (2) years.

The Awards Committee is made up of a total of UP TO nine (9) members, appointed by the President, including the Chair and 4 Past Presidents. The remainder of the appointments are at the discretion of the President and may total less than the total number of nine (9) members.

The Awards Committee makes recommendations to the Executive Committee and/or the membership for Weeders who qualify for the various Club and GCA awards.

### **GCA and Zone Awards**

GCA Zone Awards: (proposal due 3 months before the Zone Meeting)

GCA Club Awards: (proposal due 2 months before the award is given)

GCA Awards to Non-Members (proposal due 3 months before the Zone Meeting)

### **Weeders Club Awards and Trophies**

- Trusty Trowel Award
- Katherine L. Biddle Memorial Award
- Esther Lloyd Morton Award\*
- President's Commendation\*\*

\*The Morton "ballot" is not sent out by the Vice President/Awards Chair. It is sent with the dues bill, by the Treasurer, Print and Publications, and a future Database Manager.

\*\* The President's Commendation is not necessarily awarded annually and is completely at the discretion of the President. It is often given at the end of the Awards Ceremony as a surprise to all. It does not fall under the Awards Committee

### **Weeders Exhibitor Awards**

- The Cadwalader Award
- The Neophyte Bowl
- Sweepstakes Award
- The Horticultural Award
- The Floral Design Award
- The Photography Award
- Founders Cup

### **Timeline for Awards:**

Consult the GCA Website for a full list of awards and proposal process and deadlines.

Late spring

- Consult with the President to determine committee configuration.

#### Summer

- Meet with the Club President to discuss the duties and role of the Vice President and Awards Committee Chair.
- Contact the GCA Zone V Awards Representative to introduce yourself. If she is holding an awards workshop, sign up to attend.
- All the information needed to process GCA awards is available on the GCA Website. Awards proposals are submitted online.

#### Fall or January

- Hold an Awards Committee meeting to discuss potential candidates for all categories of GCA and Weeders Awards and create a 'watch' list of members for future consideration.
- For convenience, in recent years this meeting has taken place directly after an Executive Committee meeting.
- Prepare a meeting agenda and post meeting minutes for the committee.

#### January & February

- Committee members focus on researching potential recipients for the Biddle Award then report back to the committee with results. Details regarding each candidate are reviewed to determine to whom the award might be presented.
- Commence writing up the proposals, letters and citations for each candidate.

#### March

- Make an announcement to the members requesting suggestions for the Morton Award. Further announcements should be made at subsequent meetings and a reminder sent out in an e-blast to the membership in April.
- Hold a committee meeting.
- Make request to the Executive Committee for approval of the Biddle Award and Trusty Trowel candidates.

#### April

- Send a Morton Award candidate submissions reminder to the membership by email.
- Include an opportunity for suggestions for the Morton Award with the dues billing.

#### March - May

- Secure an artist and a calligrapher to create design work and inscribe the written citation on the Morton Award book. Retrieve the Morton Book back from the previous recipient. Coordinate the project.
- If awarding the GCA Medal of Merit, have the Treasurer write a check to the GCA to cover payment.
- Purchase appropriately sized frames for the various awards that require them.
- Arrange to retrieve clean and polished silver cups, bowls and trays from previous award winners.

## May

- Contact the Weeders Flower Show Vice Chair/Awards Points Keeper who tracks all points for the year, for each entrant, in Weeders and non-Weeders Flower and Photography shows (photography points are provided to the Awards Points Keeper by the Photography Points Keeper), to ascertain which members will receive The Weeders Exhibitor Awards pertaining to horticulture, floral design and photography.
- Contact the Print & Publications Chair and ask her to print up the awards to go into the frames.

## June

- Prepare the awards for presentation at the June Annual Business Meeting. Present the awards along with The Flower Show Vice Chair/Awards Points Keeper.
- Ensure that the list of awards winners is sent to the Website Administrator for posting on the website. Include any other material/information that needs to be posted on the website.
- After the meeting, take back the silver awards and take them to be engraved.
- Once engraved, return the awards to the winners.
- Contact the GCA Zone V Awards Representative to introduce the incoming Weeders Awards Chair.
- Submit any expenses for reimbursement to the Treasurer.
- At the end of each program year the Chair is responsible for preparing a year-end report of the activities of the committee to be presented at the Annual Meeting. This should be provided to both the President and the Recording secretary 1) electronically in advance of the meeting and 2) brought to the meeting as a hard copy. The hard copy should be handed or sent to the Archivist/Historian. Confer with the Archivist/Historian about providing her with hard copies of other materials to be archived.
- Send to the Website Administrator any material you would like posted.
- The list of committee members, as it is to be printed in the Program Book, should be forwarded by the Awards Chair to the President, who will approve it and forward it to Print and Publications.
- At the end of the second year of your term, arrange to meet with the incoming VP/Awards Chair. Go through and hand over the committee file, along with any pertinent committee items, extra frames and silver bowls, box of Trusty Trowel pins, past committee files and information etc.