

**ISA
POSITION DESCRIPTION**

SECTION HONORS & AWARDS CHAIRMAN

Term of Office: 1 year; can be reappointed

Reports to: Section President and
Society Honors & Awards
Committee

General Function: Supports and encourages the preparation of award nominations and Fellow nominations.

Primary Responsibilities & Duties:

1. Informs the Section membership of available awards
2. Provides nomination forms to Section members
3. Follows up to assure that deadlines are met
4. Collects background information on nominees and give to Society Honors and Awards Committee when requested.
5. Work with section Vice-president in planning and procuring plaques and certificates for the annual Honors & Awards Banquet.

Resources Available: Honors and Awards Manual of Procedures; Society Honors and Awards Committee; Annual mailing of forms and instructions.

Time Commitment: 1 hour each week

Meeting Obligations: Section meetings

Working Relationships:

1. Other Officers and Members: Interacts as needed to collect and disseminate Honors and Awards information
2. Staff: Accesses staff as needed for information
3. Work specifically with the section Vice-president.

Qualifications: Knowledgeable about members and their ISA related accomplishments and of the ISA Honors and Awards Program.

Method of Appointment: Appointed by the Section president or in compliance with the Section constitution and bylaws.