

**ISA
POSITION DESCRIPTION**

SECTION RECOGNITION AWARD CHAIRMAN

Term of Office: 1 year; can serve successive years

Reports to: Section President

General Function: To coordinate and submit section documentation necessary to meet Section Recognition Award criteria.

Primary Responsibilities & Duties:

1. Prepare and submit to the section President a summary list of section recognition award criteria and milestones by June 15.
2. Serve as an advisor to the section President and Secretary to insure Section Recognition Award milestones are reached.
3. Assist section Secretary in maintaining accurate section records.
4. Prepare and submit necessary forms and section documentation to Society staff by the required deadline(s).

Resources Available: Section Recognition Program Guide; Section officers; ISA Staff.

Time Commitment: 1 hour each week

Meeting Obligations: Section Executive Board meetings; regular Section meetings;

Working Relationships:

1. Other Officers and Members: Primarily work with section Secretary/Treasurer to insure timely and accurate documentation is kept.
2. Staff: Accesses staff as needed
3. Other

Qualifications: Section member in good standing for at least one year.

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