

# VP of Awards

Name

Revised  
03.16.2017

Position Overview: This position is responsible for the WIL Awards luncheon held in May, speaking to the membership at the WIL monthly luncheons regarding the “Toot Your Horn” announcements and the scholarship.

## MONTHLY DUTIES:

1. Review board minutes from previous month meeting.
2. Attend the monthly luncheon. *(11:15 arrival time, 2<sup>nd</sup> Thursday of every month minus June)*
  - a. “Toot Your Horn” announcements are 30-second celebrations of both professional and personal nature. \$2 is collected for each announcement and is donated to a non-profit that has been approved by the board.
    - i. Place baskets on each table for collection of additional donations to that month’s selected non-profit organization.
    - ii. As part of the Toot Your Horn segment, present a short description of that month’s non-profit organization.
    - iii. Collect the money for each announcement at the meeting and turn in all collected money at the board meeting to the treasurer.
    - iv. Write down members announcements. Schedule toots to post on Facebook and also forward a list of the toots and forward to VP of Public Relations to include in the monthly newsletter, due on the 25<sup>th</sup> of every month.
  - b. Birthday Silent Auction
    - i. Announce to the membership before the meeting starts that the Birthday Blind Silent Auction is open and that proceeds benefit the Scholarship fund.
    - ii. Walk around with any auction items and encourage people to place bids in the baskets on the table.
    - iii. Announce winner at the end of the luncheon prior to Toot Your Horn segment and collect money from the winner.
    - iv. Turn money over to Treasurer
  - c. Door Prizes
    - i. Make sure the door prize sheet is on the table at each luncheon.
    - ii. Draw winners once the luncheon begins
    - iii. Announce winners after the introduction of new members and guests.
3. Compose monthly board report. *(Due @ 5:00pm Tuesday before board meeting)*
  - a. Select and present to board for approval the monthly “Toot Your Horn” non-profit organizations. Can be done a few months at a time.
4. Attend monthly board meeting. *(3<sup>rd</sup> Thursday of every month minus June)*
5. Compose list of toots and forward it to VP of Public Relations. *(Due the 25<sup>th</sup> of every month)*
6. Awards Committee
  - a. Form an Awards Committee consisting of 3 WIL members to aid in selection of judges, breakdown of award categories and organization of the June Awards luncheon.
  - b. Chair Awards Committee and report to the board.
7. Scholarship: In charge of scholarship meetings and information between Community Foundation and WIL Board.
  - a. Marketing (January – March)
    - i. Announce that the scholarship application is now open
    - ii. Use constant contact to mail scholarship information to membership and guests.
    - iii. Post on WIL Facebook page.
    - iv. Send invite to the recipient to the June WIL luncheon for recognition. **(Lunch is comped.)**

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- v. Send scholarship information to VP Public Relations to possibly post in newspaper and other PR outlets.

## *WIL Awards:*

\*The "New Leader" Award will be handled by the President as the VP of Awards is allowed to be nominated for this award. The VP of Awards is not allowed to be nominated or to apply for any of the other awards (Woman of the Year, Community Leader of the Year and Career Leader of the Year) while serving as VP of Awards.\*

## *Specific activities recommended by month:*

### February

1. Distribute nomination forms at February meetings and via Constant Contact email.

### MARCH

1. Receive nominations by the first week of March.
2. Send award applications to nominees the second week of March. (Include the judge's sheet with point breakdown for applicant's information or add the quantity of points each question holds to the application.)

### April

1. Collect applications by the end of April.

### May

1. Keep one copy of each submitted award application for records.
2. Send copies of applications with Judge's guidelines to judges first week of May.
3. Collect Judge's comments by end of May and compile points in order to determine each award winner.
4. Send invite to the Past Presidents that are still members to attend the WIL Awards Luncheon

### June

1. Send results to Joan's Trophy June 1st.
2. Notify award recipients by e-mail and written letter June 1st. (except New Leader).
3. Arrange for pictures to be taken at the luncheon.
4. Award Recipient and one guest receive free lunch. Other guests are \$20 each.
5. Present awards at June meeting and include small bio during introduction of winner listing accomplishments that led to her winning the award. Allow recipient to give "thank you" speech.
6. Send Award Winner's information (Award, name of winner, photo and bio) to VP of Public Relations for submission to media outlets & for the June WIL newsletter.
7. Send Award Winner's information (Award, name of winner, photo and bio) to VP of Technology for addition to the website.

***Total Time/mo: 1-2 hours Jun-Nov 3-4 hours Dec-June (monthly meeting, board meeting & report)***