

AWARDS CHAIRMAN

Revised – July 2012

1. *You are chairperson of “What ESA Means to Me” contest, Service Award Recognition, and Pallas Athene.*
2. *Write an article for the February/March issue of the Petticoat Journal. Refer to ARTICLES for Petticoat Journal in the GENERAL POLICIES and PROCEDURES section. This article should request information on those members achieving 5, 10, 15, etc. years of service as well as those members receiving First Pearl or Pallas Athene awards since the last State Convention that will be in attendance at this year’s Convention. These members will be recognized at the Awards Luncheon.*
3. *Before April 1, prepare adequate number of judging sheets for the “What ESA Means to Me” contest entries. Refer to JUDGING CONTESTS in the STATE CONTESTS POLICIES and PROCEDURES section. Judging should take place as soon as possible after April 1. Send list of award winners to State President and Corresponding Secretary before April 15. Place judging forms in envelopes and give to Corresponding Secretary at Board Food Function at Convention.*
4. *Immediately after April 1, prepare a list (city, chapter name and number) of chapters who sent their awards information and/or entered the “What ESA Means To Me” contest to the Outstanding Chapter Chairman.*
5. *Before April 15, send the State President a list of members with 5, 10, 15, etc. years of service. Give member’s name, chapter, city and years of service. Place a copy in your files.*
6. *Present awards at convention. Refer to the STATE CONVENTION POLICIES and PROCEDURES section. Ask all First Pearl Achievers, First, Second, Third, Fourth and Fifth Degree Pallas Athene Achievers since the last State Convention to stand. There will be too many names to read except for the Fifth Degree Pallas Athene, and you may read their names. BRIEFLY, extend congratulations to ALL achievers*
7. *At the Awards Luncheon, ask all 5, 10, 15 and 20 years of service achievers since the last State Convention to stand. Present year of service awards to those members achieving 25, 30, 35 or more years of service.*
8. *Send First Place winners’ essays to IC Chairman before June 1 to compete in IC contest.*
9. *Keep a written record of work pertaining to your office or committee and deliver to your successor at the close of the annual convention.*
10. *Bring this Policy and Procedure Manual to the Board Food Function at Convention.*
11. *You are expected to attend the Incoming/Outgoing Board meeting on Sunday morning. Refer to the INCOMING/OUTGOING BOARD MEETING in the STATE CONVENTION POLICIES and PROCEDURES section.*