

Roles and Responsibilities

Roles and Responsibilities Overview

Role Title:

Chair of the Awards Committee (Immediate Past President)

Purpose of the Role

The chair of the Awards Committee is responsible for awards and recognitions to Knox County Master Gardener (KCMG) Extension-approved projects, KCMG members, partners, friends, and supporters—at the local, state, or national level. This includes organizational awards such as KCMG Unsung Hero, KCMG Meritorious Service Award, and KCMG Virginia Raskin Award, and external master gardener awards comprising Tennessee Extension Master Gardener (TEMG) Search for Excellence (SFE) and International Master Gardener (IMG) Search for Excellence,

Key Responsibilities

List the main duties associated with the role:

- Establishing a working committee that includes members with writing skills, knowledge of the awards programs, and interest in membership recognition
- Identification of projects and members meeting criteria
- Preparing and submitting award applications and supporting documents
- Managing the process of giving out awards
- Working with the Communications Committee to make sure the awards receive publicity befitting their importance
- Submit a monthly newsletter article to announce the Unsung Hero
- Submit other newsletter articles as determined by the Awards Committee
- Serve as a voting member of the Board of Directors; attend monthly Board meetings
- Write a monthly report for the Board of Directors reporting on the status of awards and recognitions, dates, and other items of interest
- Hold monthly Awards Committee meetings
- Manage the budget for the Awards Committee.

Skills and Qualifications

Detail the skills, experience, and qualifications needed to fulfill the role effectively:

- Served in the office of KCMG President
- Ability to guide KCMG Awards Committee to canvas fellow members for input.

- Ability to write
- Ability to use/learn to use Google Suites.

Reporting Structure

Explain how this role fits into the broader organizational structure:

- The Chair of the Awards Committee reports to the Board of Directors and is a voting member of the board
- The Awards Committee works in collaboration with Project Leaders, Committee Chairs, and the general membership to capture information about members, events, and achievements deserving recognition.

Performance Expectations

- Confer the Unsung Hero Award on a monthly basis
- Confer the Meritorious Service Award on a yearly basis
- Confer the Virginia Raskin Award on a yearly basis
- Submit complete application packages for the TEMG and IMGC Search for Excellence Awards are submitted by the prescribed deadlines
- Submit Year-End Report to Extension Agent.

Term of Service

- KCMG president usually serves a two year term, during which the immediate past president serves as Awards Chair.

Other Notes