Great Lakes Region
Awards Chair
Preparation

Awards Chair Duties
And Responsibilities

February 20, 2017
Responsibilities from the GLR Policy

First place to find basic responsibilities for position:

• Appointment
• Responsibility
• Duties
Appointment

- Awards Chair is an appointed position for a two year term (Policy, Article V)
  Begin term on July 1
- Appointed by the GLR President-Elect
Awards Committee

- Region President
- Region President-Elect
- Region Immediate Past President
- Awards Committee Chair
- Awards Committee Immediate Past Chair
  (No fewer than three members of the Region)
Three Levels of Awards

• Institute
Honors & Awards Guide

• Region
Honors & Awards Guide

• Chapter
Chapter Awards Guide
Purpose

- To recognize talent and achievements.
- To highlight and share innovative ideas and practices for replication.
- Significant way to show appreciation in an all volunteer organization.

Public Recognition

- To stimulate membership

Doesn’t someone from your Chapter deserve recognition?
Institute Awards

- **Institute Honors**
  - Distinguished Membership
  - Honorary Membership
  - Fellowship

- **Institute Awards**
  - 15 different awards

- **Institute Recognition**
  - Board Chair Medal
  - Former Board Chair’s Medal
  - Lifetime Member Plaque
  - Board Chair’s Plaque
  - Special Award
  - Certificate of Merit and Appreciation
  - Chapter’s 50th Anniversary Plaque
Institute Awards

Wide range of Institute awards are available in a multitude of areas including:

- Environmental Stewardship
- Education
- Certification
- Technology
- Specifications
- Service
- Quality and Process Improvement
- Communications
- OCC Awards
Region Awards

• Wide range of Region awards are available including:

Service Recognitions

• Service Awards

• Professional Accomplishment Awards

• Publication Awards

• Region Recognitions
Region Awards

Great Lakes Region
Special Recognition
Award:
  • Bud Reed Memorial Award
Chapter Awards

- A wide variety of Chapter Awards are available that differ by Chapter.
  - Service Recognition
  - Professional Accomplishment Awards
  - Publication Awards
  - Each Chapter has its Highest Recognition Award
Duties and Responsibilities

Region Awards Chair To Institute:

• Publicize the Institute Awards Programs.
• Act as liaison with the Institute Awards Committee
• Submit reports to the Chair of the Institute Awards Committee
• Suggest changes to Institute Awards Program
Duties & Responsibilities

Region Awards Chair To Region:

• Organizes, implements, administers, and publicizes the Region Awards Program

• Receive and coordinate nomination paperwork for Region nominations

• Review nominations with Awards Committee and make selections
Duties and Responsibilities

To Region: (Continued)

• Each Region Award:
  - Develop and details criteria, nomination, and judging procedures
  - Seeks submission of Awards Candidates

• Awards Guide:
  - Review
  - Revise
  - Publish changes

• Provide suggested awards budget amounts to the Region Treasurer
Duties & Responsibilities

To Region: (Continued)

• Assist the Region President, President-Elect, and Immediate Past President in the presentation of awards at the annual Region Awards Banquet.

• Suggest changes to the Region Awards Programs
Duties and Responsibilities

Region Awards Chair to the Chapter:

• Serve as resource person to Chapter Awards Chairs or Chapter Presidents if no Awards Chair is identified
• Notify Chapter Awards Chairs about successful selections and nominations not selected

Great Lakes Region

The Construction Specifications Institute
Great Lakes Region

Honors and Awards Guide
Revised May 2016
H&A Guide

Institute:
- Submission Information
- Nomination Matrix
- Overview of the H&A Program
- Institute Honors
- Institute Awards
- Institute Recognition
- Honors & Awards Forms
Region:

- Submission Information
- Overview of the H&A Program
- Region Honors
- Region Awards
- Region Recognition
- Region Honors & Awards Forms
- Past Awards Winners
H&A Guide

Chapter:
- Submission Information
- Overview of the H&A Program
- Chapter Honors
- Chapter Awards
- Chapter Recognition
- Chapter Honors & Awards Forms
- Past award winners

Varies by Chapter
OCC

• Outstanding Chapter Commendation

- Designed to Reward Chapters for their good work on behalf of their members
- All Chapters should nominate themselves
- Use it as a gage for supporting members and CSI’s mission
- All nominations submitted to Institute
- Region Awards Chair promotes the OCC to the Chapters
• Outstanding Chapter Commendation

• 2 Parts:
  - Pre-Requisite Core Criteria
  - Supplemental Criteria

• Pre-Requisite Core Criteria must be met

• Pre-Requisite Core Criteria cover key responsibilities that chapters need to perform in order to prosper and flourish.

• Supplemental Criteria earns points

• Supplemental Criteria covers additional criteria related to chapter administration, membership, finances, certification, educational programs, communications, and much more.
OCC

Three Classifications

3 Classifications for Chapters:

- Based on the number of Chapter members
  - Level I – 126 or more members
  - Level II – 61-125 members
  - Level III – 60 or fewer members
OCC

• Various Levels

As chapters earn the OCC, they reach the following milestones:

• 1-4 Years – Base OCC
• 5 Years – Bronze Level
• 10 Years – Silver Level
• 20 Years – Gold Level
OCC

- Pre-Requisite Core Criteria

Chapter Administration
- Leadership at FY Start
- Leader Names to CSI
- Reviewed Bylaws
- Held Board Meetings

Fiscal Responsibility
- Use a Budget
- Good Standing with IRS

Education & Programs
- Regular Meetings
- Min 4 Educational Programs

Communications
- Min 6 Times per Year
OCC

• Criteria

• Back-up Provided
  – Chapter Bylaws
  – Officers Submitted to CSI
  – Chapter Budget
  – Description of 4 Educational Programs
  – 3 Examples of Communications

• Back-up Must be Provided in the PDF File
  - Form 306
Supplemental Core Criteria

This is Where Chapters Explain:
- Who We Are
- Why We Are Special
- What Makes Us Outstanding

Administration
Membership
Finances
Certification Programs
Education/Technical Programs
Communications
Events
Academic Relationships
Region & Institute Participation
Brag Box
Prepare Awards

Once recipients have been determined:

• Coordinate with Region President on appearance of Awards
• Create awards according to templates
• Order awards as needed
• Allow time for order to be completed
• Once received, organize for distribution at Awards Banquet
Rewards

Rewards of an Awards Chair:

- Promote significant achievement
- Honor to introduce members to the Region
- Honor to reward their efforts
- Honor to promote CSI
Other Nomination Information

- **Region Award Chair Address:**
  Ivette R. Bruns, CSI, CCS
  CSO Architects
  8831 Keystone Crossing
  Indianapolis, IN 46240
  ibruns@csoinc.net

- Address letters of endorsement to Awards Chairman.
- Organize forms, exhibits and other materials and/or bind them for a professional and easy-to-read nomination package.
- Read the full requirements of each award in the Region or Institute CSI Honors & Awards Guide.
- Have someone else review and proof the nomination package prior to submission.
- Submit the appropriate number of nomination packages in the appropriate format.
- Remember to get your nomination in **before the deadline**!
DEADLINES:

Nominations for all Region Awards

- Friday, April 7, 2017
  5:00 PM Eastern

Nominations for all Institute Awards:

- Friday, May 5, 2017
  2:00 PM Eastern

OCC Nominations to Institute:

- Friday July 14, 2017
  2:00 PM Eastern

Start preparing your Nomination packages NOW!

Don't be LATE
NOMINATE

- RECOGNIZE EXCELLENCE
- Nominate Someone Today!

What If You Have Questions?
- Email awards@csiresources.org
- Call 800-689-2900 x 4783
- Visit www.csiresources.org/honorsandawards to download the Honors & Awards Guide
- Region Awards Chair: Ivette R. Bruns, CSI, CCS ibruns@csoinc.net