

SARBS
AWARDS VOCATIONAL CHAIR
RESPONSIBILITIES

Responsibilities of Awards Vocational Chairs are divided into four major areas: 1) Gathering nominations/applications, 2) Interviewing applicants, 3) Preparing for the Awards Banquet, 4) Contacting your new SARBS winner to remind them of the CWEA Conference Breakfast and Awards Luncheon they should attend.

GATHERING NOMINATIONS/APPLICATIONS

This is one of the more labor-intensive areas. The idea is to contact by mail/phone the appropriate contact person on your list (manager, supervisor, foreman, etc.) at each agency and motivate them to submit a nomination form to recognize one of their employees, plant, or program. The steps are as follows:

1. **Send the "Advance" letter (dated June 1)** advising that a nomination form will follow. This year, the Awards secretary will do this task.
2. **Send nomination packets out June 15.** This includes the cover letter dated **June 15**, the nomination form(s), a request for a map to the applicant's treatment plant and "Award Criteria" or "Areas of Evaluation". Some packets also contain a renomination form. Also include SARBS membership application, brochure, and CWEA membership form. Again, remove original cover letter dated **June 15**, the nomination form, map request, and award criteria from the manila envelope. Make copies of each, sign the cover letter. It may be easier to send this packet out to each agency in a manila envelope instead of folding it into a business envelope. Either way, again use address labels on the second sheet of labels in back of the packet in the manila envelope. The package may take two or more stamps.
3. Selected applicants from previous years may be resubmitted with their supervisor's approval. For lab, operator, and mechanical tech., IHW, Engineer, Research, and Coll. System Person, copy the appropriate number of "Renomination" cover letters and "Renomination" forms and send them out **June 15**, also.

4. Two weeks after sending out the nomination/application packets, make telephone contact with each agency. Use the "Contact List" included in your packet. Be sure to ask not only if the contact person received the packet, but that it is the correct contact person. (Contact people may have been promoted, quit etc.) See the list of calling hints ("Agency Calling Strategy") behind the "Contact List" in your packet. Make notes of any comments they've made to share at the next Awards meeting.
5. **August 15 is the due date for all nomination forms.** Those that promised to send in nomination forms during phone conversations may need to be called and reminded. They may end up FAXing or hand carrying the forms to you.
6. When the nomination forms are finally in, some forms may not be complete, or candidates are not SARBS/CWEA members. Use the "Deficiency" letter to notify the nominee of additional needed information. Mark the appropriate box on the "Deficiency" letter and mail it back to the nominee or supervisor.
7. Complete the Awards Committee "Certificate-Banquet Program" form (use a typewriter) and send it to the Awards Chairperson (SARBS Past President) by **September 15**. Keep a copy for yourself. Certificates and the Banquet Program will be prepared from the information on this form.
Be sure it is typed accurately.
8. Complete the "Plaque" form by **November 1** and send it to the Awards Chair. This information will be kept confidential and will be used for ordering plaques for the winners.
9. **November 15** send out the letter congratulating all nominees and inviting them to the Installation/Awards Banquet. Include the flier announcing the Banquet. Send a copy of the letter to the supervisor of the nominee. A sample of an informal note is also included in your envelope. Its use is optional.

INTERVIEWING APPLICANTS

Now, most of the paperwork is out of the way and it's time to move on to "personal contact."

1. Contact your committee members to find several days during which you are all available. It may work better to schedule two committee members instead of three for the interviews.
2. Contact your nominees and set up interview appointments with them. Give them an idea of what you'll be interested in seeing (paperwork, maintenance records, certifications, etc.) and how long the interview will be (30-45 minutes usually, except for POTY).
3. Work with your committee members to prepare interview questions and a scoring system to be used. (This can be done by phone).
4. Prior to the interview, make copies of the completed nomination packets for each candidate, interview questions, scoring sheet, map to the interview site, and interview schedule, and send this to each member of the interview committee. This will give everyone time to become familiar with the information prior to the interview. See "Interview Packet List" for complete itemization. This is in your Awards packet in the manila envelope.
5. Interview all candidates, and select winner by **October 15**.

PREPARING FOR THE INSTALLATION/AWARDS BANQUET

Well, most of the work is out of the way..

1. Be sure "Congrats" letter dated **November 15**, inviting nominees to the Banquet has been mailed. Include the Banquet flier.
2. Contact each nominee and supervisor of the nominee to be sure they received the "Congrats" letter and personally invite them to Banquet. They may have questions on cost, protocol, etc. Inform the nominee that they will be called to the front of the room and will have an opportunity to speak at the podium if so desired. Be sure by the end of the telephone conversation, you have a commitment from them to show up for the Banquet. This will enable you and the rest of the Committee to plan the evening more efficiently.
3. Work with the Awards Committee and SARBS President on timing and structure of the presentation. Prepare notes about each candidate if you like.
4. Enjoy yourself after your turn at the podium!
5. Get the State Nomination form to the winner at the Banquet. Have them complete the form by the designated date. Include the address the form is to be returned to and the deadline you have set. Be sure your deadline takes into account time for mailing the completed form to the Awards Chairperson, and time for that person to review it and send it to CWEA by CWEA's deadline.
6. Call the winner a few days after the Banquet to confirm that the form was filled out and sent off to the correct address. The winner will not be represented at the State level without this form. Also the State does not do interviews, so this form must be as complete as possible.
7. Now that it's all over (whew), sit back and take some time to reflect and make notes for next year's Chairperson. Don't forget, you'll probably be on his/her interview committee next year.

CWEA CONFERENCE-STATE AWARDS PRESENTATION

Even though you feel you've done your part and the whole awards commitment is over with--there's one more detail. You're right, the SARBS Awards commitment is over with in December, however the CWEA Awards ceremony takes place in April.

Your last official duty as Chairperson will be to contact your new SARBS Awards winner in March and encourage them to attend the CWEA conference. At a minimum, they should attend the **breakfast** hosted by their vocation and the **Awards Luncheon**. At the breakfast, they will be presented with a certificate. At the Awards Luncheon, the winner of the State Awards will be announced.