

MASA Awards Committee

Type of Committee:	MASA Standing Committee
Goal:	To recognize school administrators for excellence in leadership and to make the necessary preparations for the Awards Banquet during the MASA Spring Conference.
Committee Make-up	One MASA Member from each MASA District.
Charge of the Committee:	<ol style="list-style-type: none">1. Identification and selection of an active superintendent as a Pearce Award nominee from each MASA District.2. Identification and selection annually of a retired school superintendent or retired MASA member to serve as the Outstanding Emeritus Educator from each MASA District and notification of the honoree of MASA Awards banquet. Make arrangements for lodging and banquet meal for honoree (and spouse if also attending).3. Selection of a Friend of Education honoree from each MASA District and notification of honoree of the date and location of the MASA Awards Banquet. Make arrangements for lodging and banquet meal for honoree (and spouse if also attending).4. Assist with the recognition of the Friend of Education Award presentation at the MASA Awards Banquet.5. Identify a new superintendent from each MASA District to be recognized during the MASA Awards Banquet.6. Assist the MASA office in identifying other award winners including Honorary Life Members (active MASA members who are retiring); Twenty-Five Year service honorees.7. Inform the MASA office of any superintendents or former MASA members who have died during the past year.8. Follow-up with all honorees to ensure they have submitted all necessary materials to the MASA office.
Tasks:	<ol style="list-style-type: none">1. Establish a timeline for honoree selection.2. Review selection process.3. Seek input from district colleagues regarding potential honorees.4. Participate in the Pearce Award selection process.5. Ensure all honorees attend MASA Awards Banquet.6. Assist with presentation of Friend of Education Awards.7. Make recommendations to MASA Executive Committee regarding awards.

Level of Authority:	Committee reports to MASA Executive Committee.
Boundaries:	Committee recommendations are confined to awards for school administrators.
Timeframe:	All honorees must be identified and notified by February 1, 2011.
Resources:	MASA Executive Director and/or MASA Associate Executive Director will work with Committee.
Meeting Framework:	Meeting dates and times will be established by the committee. Meeting attendance by telephone will be provided as an option if a committee member is unable to attend in person.
Decision Making Process:	Decisions will be made through consensus of those members who are present.
Communications:	Information from the committee meetings will be shared during district meetings and distributed to the membership as needed.
Agenda Development:	Meeting agendas will be developed by the Committee Chair with the assistance of the MASA Executive Director.
Facilitation of Meetings:	The Committee Chair will facilitate meetings.
Maintaining Records:	Minutes of each meeting will be prepared by the MASA Executive Director and distributed to all members.