

SOUTHERN COLORADO ASSOCIATION OF HEALTH UNDERWRITERS

POLICY & PROCEDURES

POLICY TITLE: **Composition, Duties and Responsibilities of the SCAHU Awards Committee**

POLICY NUMBER: **07-08**

DATE SUBMITTED: **May 1, 2008**

DATE APPROVED:

APPROVED BY: **SCAHU BOD**

SUNSET: **July 1, 2010**

PURPOSE: **To define the composition, duties and responsibilities of the SCAHU Awards Committee.**

POLICY: **Awards Committee shall ensure that the SCAHU Board of Directors are aware of the NAHU awards program and respective requirements.**

PROCEDURE(S):

1. Composition: The Awards Committee shall be comprised of the following:

A) Chairperson - a presidential appointee.

B) Members – Awards committee chairs comprised of SCAHU members.

C) At-Large Members – Committee Chair can appoint up to three at-large positions to assist in committee business. Appointees must be members in good standing in the association and do not require SCAHU members.

D) All of the listed committee members shall have voting rights in relation to committee business; the chair shall vote in the event of a tie or to create a tie.

E) Quorum will be established if a majority of the awards committee is present either in person, email or by phone.

2. Duties:

A) The Awards Committee shall be knowledgeable of all of the individual, state and local awards available through NAHU and their respective criteria and submission dates.

- B)** The Awards Committee shall promote NAHU awards and educate SCAHU awards criteria and requirements.
- C)** The Awards Committee shall encourage the SCAHU to apply for CSAHU and NAHU awards and recognition.
- D)** The Awards Committee shall actively seek qualified nominees for individual awards from the SCAHU membership.
- E)** The Awards Committee shall meet as necessary. The Awards Committee Chair shall provide to the committee members the scheduled meeting dates, times and locations.

3. Responsibilities:

- A)** The Awards Committee is responsible for collecting, reviewing and submitting all required NAHU awards forms to NAHU and verifying their receipt at NAHU.
- B)** The Awards Committee shall prepare a budget of the costs associated with participation in the NAHU Awards program and submit to the SCAHU BOD by June 1st for the following fiscal year.