**GUIDELINES FOR AWARDS CHAIR**

The Awards Chair is elected from the REC at the annual conference for a one-year term. The Awards Chair may serve multiple terms.

MARCH

Follow up with winners to submit a copy of their speeches to the *Journal* Editor by the March 15th deadline.

Write a publicity release and send to winners’ schools as soon as possible.

 Send copy of nomination materials winners to the Archivist.

 Send electronic copy of publicity article about the Cowan and Doster awards and copy of abbreviated nomination form to *Journal* editor and request that they be included in the spring *Journal* by March 15th*.*

 Have Webtender update next year’s award forms and deadlines on the TYCA-SE website.

APRIL – AUGUST

Request State Reps in their membership mailings to encourage nomination of faculty for the Cowan and the Doster Awards.

SEPTEMBER

Fall REC Meeting:

 1. Request a table from the LAC on which to display with information

 about the award winners and nomination packets. These materials are displayed

 usually near the registration table.

 2. Also, remind the Program Chair to include a special, highlighted session at the

 Conference for the Cowan and Doster presentations, as well as a congratulatory

 reception immediately following. This session should be the only scheduled event

 at that time.

3. Distribute publicity sheets and nomination forms to State Reps and ask them to

 publicize the awards in their fall membership drives.

OCTOBER

Email previous years’ nominators and encourage them to re-nominate their nominees who did not receive the awards; attach a nomination form. Stress that re-nominees are strong candidates.

NOVEMBER

 Send email reminders to State Representatives asking for nominations.

DECEMBER

After nomination deadlines, or as nominations are received, acknowledge receipt of nominations. Request permission to have all nomination packets publicly displayed if nominee is selected.

Verify with the Membership Chair that all Cowan Award nominees have been members of TYCA-SE for at least the previous 5 years.

After the nomination deadline, email packets to State Reps., reminding them that nomination information and winners are confidential. Set up a deadline for voting, including a ZOOM meeting or other communication among State Reps if necessary for discussion.

As soon as the winners of the Cowan and the Doster awards are chosen, contact the nominator of each award to announce the winners. Then notify the winners, reminding them that they are required to attend the Feb. conference and that they must prepare a presentation on the subject of their choosing.

After receiving confirmation that the winners will be present, contact the other nominators, thanking them for their nomination and encouraging them to renominate

the following year.

JANUARY

Obtain the name of the winner of the Nell Ann Pickett Award from the Program Chair.

Order the plaques for the Cowan, Doster, and Nell Ann Pickett winners, engraved with the following:

The Gregory Cowan Memorial Award

for Excellence in the Teaching of English

Winner’s Name

Two-Year College English Association-Southeast

City Year

The Bill Doster Distinguished Service Award

Winner’s Name

Two-Year College English Association-Southeast

City Year

The Nell Ann Pickett Adjunct Award

Winner’s Name

Two-Year College English Association-Southeast

City Year

Coordinate with the Assistant Chair the purchase of plaques needed for service recognition.

Notify the Program Chair of the Cowan and Doster winners so that their names and school information, as well as the designated time for the special presentation and the reception, are included in the conference program. Also, notify the treasurer of the Cowan, Doster, and Nell Ann Pickett winners so the award checks can be prepared.

Request from the Cowan and Doster winners what their audio-visuals needs are for their presentations and convey such requests to the Program Chair and the Local Arrangements Chair. Likewise, make sure to request the appropriate audio-visual equipment for the Cowan/Doster slide show.

FEBRUARY

 Annual Conference

REC Meeting Wednesday:

Announce the winners of the Cowan and Doster awards to the members of the REC. Ask the Treasurer to write a check for $1000 to the Cowan Award winner and a check for $500 to the Doster Award winner (or $800 if the winner is already a Life Member of TYCA-SE). Also, ask the Treasurer to reimburse registration fees for the two winners if they paid their registration, and remind the Membership Chair to enroll the Doster winner as a Lifetime Member.

Distribute the Nell Ann Picket Adjunct Award plaque to the Program Chair, who will present it to the winner at the Opening Session, as well as give information as to the time and location of that winner’s concurrent session.

 Thursday Conference Opening Session:

Introduce the winners of the Cowan and Doster Awards in the Opening Session, pointing out the time and location of the special session and the reception. Also, introduce the program chair to announce the winner of the Nell Ann Pickett Adjunct Award, pointing out the time and location of that session. Encourage the membership to nominate worthy colleagues in all categories for the coming year.

Thursday Special Awards Session:

Preside over the special session for the Cowan and Doster winners. Make appropriate

remarks and present the plaques and checks. Pose for photos. Remind winners to email their speeches to the *Journal* Editor as soon as possible for the spring *Journal*.

The slide show recognizing present and past Cowan and Doster awardees should be

shown at the beginning and end of the Cowan and Doster ceremony.

Saturday Closing Session:

Present Assistant Chair with an appropriate plaque or certificate to recognize years of service, if applicable.

Post Conference

Give/Send the nomination packet for the Doster and Cowan award winners to the archivist.

If you are the newly-elected Awards Chair, obtain copies of all materials from the outgoing Award Chair, such as nomination forms, publicity sheets, annual reports.

In addition, review these guidelines carefully.

Guidelines for the Awarding of Plaques and Certificates

(Approved 2/22 at Atlantic Beach, FL)

1. Plaques will be given to all elected REC members whose first terms have expired, even if that member might be running for a second term.  Plaques need not reflect the specific position held on the REC, simply the years the member served.  These plaques are presented at the closing session. At the end of an REC member's second term, a paper certificate should be presented rather than a plaque.

2. We will not recognize with plaques appointed REC members who terms are expiring,

 but those members who will be leaving their positions should be thanked verbally.

3. We will not recognize with a plaque REC member who did not complete their terms,

 but a plaque should be given to the person who replaces that REC member. The

 REC member who resigned or otherwise was unable to complete his/her term should

 be thanked verbally.

4. The conference planners should be thanked verbally at the closing ceremony, and

 plaques should be presented to the previous year’s program and local arrangements

 chairs.

5. Plaques are not given to state reps whose terms are expiring, but paper certificates

 should be given to those members. Forego certificates for State Reps who do not

 complete their terms, but present paper certificates to their replacements.

Revised May 2022 by

Beverly Fatherree, Historian

Susan Slavicz, Nominating Committee Chair

Charles Smires, Treasurer

Updated March 2023 by

Charles Smires, Treasurer