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***Heart of MN Awards Chairman Position Description***

***Minnesota Association of Healthcare Volunteer’s mission is to provide members with opportunities to share ideas, develop leadership skills, and promote volunteer services that support Minnesota’s health care facilities***

***Minnesota Association of Healthcare Volunteers vision is to be the premier leader, partner, and resource for healthcare volunteers and auxilians***

**The Heart of Minnesota Award Committee Chair directs and manages the process for choosing recipients of the Heart of Minnesota Awards - given annually.**

**Term**

The Heart of Minnesota Award Committee Chair is appointed from the membership by the President. The position is eligible for re-appointment. Term of office begins at the November Board Meeting.

**Responsibilities**

* Direct and manage the process for choosing recipients of the Heart of Minnesota Awards including:
  + Criteria and timeline
  + Award publicity
  + Nomination process
  + Selection process
  + Award presentation
  + Award recipients recognition
* Organize and support a committee structure to ensure a fair process
* Evaluate and continuously improve the Heart of Minnesota Award process
* Keep portfolio of work to pass along to the successor

**Expenses**

Expenses will be reimbursed consistent with the Standing Rules to include expenses for application process and awards.

**Qualifications**

* Knowledge of and commitment to the mission and vision of HCAM
* Organizational leadership experience
* Willing to commit time and travel if needed
* Excellent written and oral communication skill
* Technology expertise (e-mail, document preparation)

**Benefits**

* Satisfaction that comes with service
* Opportunities for personal growth and development

**Time Commitment**

November/January/February

February

* Research options for printing Award Nomination materials
* Revise and have Award Nomination materials printed
* Request address labels from the Data Manager

March

* Prepare and send Committee Report for the Board Meeting
* Prepare letters to Auxiliary and Volunteer Organization Presidents

April

* Mail nomination materials to Auxiliary and Volunteer Organization Presidents, using e-mail/technology, if possible
* Post nomination materials on the Website

June

* Prepare and send Committee Report to the Board
* Receive award nominations

July

* Select judges
* Mail packets to judges, using technology, if possible

August

* Receive and tabulate judge’s results
* Notify award recipients (contact auxiliary or volunteer group President of award recipients to determine the preferred way to notify the winners; follow up with a phone call or formal letter)
* Send letter of regret to all who were unsuccessful with their nominations
* Order awards

September

* Attend Annual Meeting and Conference if possible
* Prepare and send Committee Report to the Board
* Assist the President in presenting awards at the Annual Meeting, or arrange a suitable venue for award presentation
* Prepare a script for the President to use for presentation
* Publicize the award recipients as appropriate

**10/2018**