



ADMINISTRATIVE / PROFESSIONAL COUNCIL

Illinois State University

Awards Chair

The Chair of the Awards Committee facilitates the A/P Distinguished Service, Emerging Leader, and Esprit de Corps awards. The Awards Chair also oversees the awards committee and serves on the Team Excellence Awards Committee representing A/P employees.

Awards Chair Responsibilities

The information below is broken up by minutes vs. hours

Minute Time Commitment

Chairperson Duty	Time Commitment
Contacts Human Resources (traditionally, Colette Homan) with the names of all winners so that plaques may be ordered in early December. The financial awards given to the winners are the responsibility of the Office of Human Resources. The financial awards are run through the payroll process and are distributed with the employees' payroll checks	15 minutes per year
Forwards the names of all winners to the Director of University Events (traditionally, Julie Barnhill) who will contact each award recipient regarding ordering regalia for Founders Day Convocation in early December.	15 minutes per year
Forwards the names of all winners to the A/P Council chair by the end of November. The Chair of the A/P Council contacts each recipient to notify them of their selection, and extend congratulations on behalf of the Council in early December. The Chair will also send a written letter of congratulations to each recipient. Each recipient will participate in Founders Day Convocation and is invited to sit as part of the platform party.	15 minutes per year
After nominations are submitted and ready for review, the Chair contacts Human Resources to verify the eligibility of each nominee. This is done prior to the committee meeting to review nominations.	15 minutes per year

Hourly Time Commitment

Chairperson Duty	Time Commitment
Facilitates publicizing the call for nominations (A/P Council website, the Report, A/P Council Facebook page, and A/P-L listserv) in October. The deadline for nominations is in early November.	1 hour per year
Initiate the process for the A/P Council to identify nominees for the Esprit de Corp award in early November. Include on meeting agenda in October.	1 hour per year
Review all nominations prior to committee meeting	1 hour per year
Assemble the committee and propose a meeting to review nominations in mid-November. Send nomination packets to committee members prior to the meeting.	1 hour per year
The chair and committee will meet to select winners (up to four for Distinguished Service, one for Emerging Leader, and one Esprit de Corps) by the end of November.	2 hours per year