

## **Awards Committee**

### ***Purpose***

To select the recipients of the annual NCBEA Distinguished Service Awards.

### ***Membership of the Committee***

The committee shall consist of the immediate past president and one person from each member state. In the absence of a State Membership Director serving, the state president or an appointee by the president may serve as the awards representative from that state. The immediate past president shall serve as the Chair. The Chair will NOT rank the nominees.

### ***Duties of the Committee***

The committee shall

1. Review and rate the nominees for the NCBEA Distinguished Service Award according to the award criteria detailed on the following pages.
2. Complete other tasks as directed by the president or Administrative Board.

### ***Selection Criteria and Policies***

1. **NCBEA Distinguished Service Award**
  - a. The NCBEA Distinguished Service Award is an annual award which may be made to one middle school business teacher, one secondary business teacher, one postsecondary business teacher other than a senior college teacher, one senior college teacher, and one business education administrator or supervisor in the NCBEA region who have made outstanding contributions to the development and advancement of business education. If a committee member is one of the nominees, he/she shall abstain from voting. If a committee member nominates someone who then subsequently completes the nomination packet for consideration, that committee member, too, shall abstain from voting. The awards committee chair shall seek a person from the state(s) to serve as a replacement awards nominations evaluator for the current awards cycle.
  - b. The criteria used to select the award winners shall be that criteria established for the corresponding NBEA award.
  - c. The recipients must be members of NCBEA/NBEA both at the time nominated and at the time receiving the award, teaching or supervising business at the middle school, secondary, postsecondary, or senior college, collegiate, university level, (including business teacher education) during the academic year they are nominated and selected. The recipients' contributions may have been made over an extended period of time, but the major impact must have occurred within three years prior to the nomination. Retired teachers are eligible for NCBEA awards but will not be eligible for NBEA awards.
  - d. Nominations may be made by any NBEA member, state association, any college or university in the NCBEA region, or any NCBEA Administrative Board member.

- e. Nominations must be on the official form, and procedures outlined on the form must be followed.
  - f. The decision of the committee regarding the recipients shall be reported to the NCBEA no later than 30 days prior to the NCBEA convention.
  - g. Credentials of candidates not winning an award shall be retained for consideration for the following year. This policy shall be stated on the nomination form. Nominees must continue to meet eligibility requirements.
  - h. The NCBEA award recipients will be provided with NBEA nomination forms and encouraged to complete and submit them to NBEA.
2. **Emerging Professional Award**  
The nominee must be primarily engaged in teaching business at the K-12 level. The nominee must have taught for five or less years. If the nominee has dual responsibilities, at least 50 percent of those responsibilities at the major employing institution must be in teaching. The nominee must be a member of NBEA.
3. **Friend of Business Education Award**  
A “Friend of Business Education” is defined as individuals or organizations outside the field of business education who have made significant contributions to the improvement, promotion, development, and progress of business education. Individuals or organizations considered for this award must have demonstrated a concern for business education as evidenced through sponsored programs, publications, financial support, and other activities. Primary consideration will be given to individuals/organizations impacting on business education in the NCBEA region. Examples of possible nominees include business firms, industries, boards of education, boards of trustees, lay citizens, legislators, etc.

### ***Duties of the Chair***

- 1. NCBEA Distinguished Service Awards  
The Chair shall:
  - a. Establish, in conjunction with the president, the timelines to be followed in selecting award recipients. It is recommended that the call for nominations shall be March 15, and the deadline to receive completed nomination forms shall be May 1.
  - b. Prepare the nomination forms to be posted on NCBEA’s website and published in the NCBEA newsletter. Notify the members of the Administrative Board and presidents of the member state associations via e-mail of the deadline and of the location of the nomination forms.
  - c. Remind states to forward winners to NCBEA for awards consideration.
  - d. Notify nominees and nominators of the receipt of the nomination papers.
- 2. Awards procedures
  - a. Disseminate nomination papers to committee members for their review and rating according to award criteria.

- b. Determine award recipients based on the committee ratings. The minimum score to receive an award shall be 80%.
- c. Report names of the recipients to the president no later than 30 days prior to the NCBEA convention.
- d. In cooperation with the president, notify all nominees and nominators that the selection process has been completed. Notify non-award winners that they have not won the award.
- e. The award winner(s) and respective nominator(s) should be notified and informed of the date, time, and place the award(s) will be presented.
- f. Acquire plaques for each recipient to be presented at the NCBEA convention.
- g. Present the awards at the awards session (usually a luncheon).
- h. Prepare an award brochure to be distributed at the end of the awards presentation. The brochure should include a cover page, picture of each recipient, summary information of each recipient, and the list of previous recipients.
- i. Arrange to have photographs taken of all award recipients.
- j. Submit photographs of recipients and related data to the NCBEA Newsletter editor and the NBEA office immediately following the NCBEA awards presentation for publication in the FORUM.
- k. Maintain and update list of award recipients.
- l. Conduct an annual review of NBEA Awards, NBEA award forms, and NBEA award criteria to make sure NCBEA Awards are in alignment with NBEA awards. If there are changes, these would also need to be reviewed by the Bylaws and Standing Rules Committee.

### 3. General

The chair shall:

- a. Submit a budget request for committee expenses as directed by the Budget Committee.
- b. Monitor the work of the committee to see that it progresses satisfactorily.
- c. Manage the financial matters of the committee.
- d. Submit written/electronic reports to the Administrative Board and at the business meeting as directed by the president.
- e. Maintain a file of materials pertaining to the activities of the committee to be forwarded to the succeeding chair.
- f. Acquire President's plaque for Immediate Past President. President presents plaque to the Immediate Past President at NCBEA Awards event at the Fall Convention