



RECOGNITION COMMITTEE

PURPOSE: To promote awards, grants, and scholarships to DNA members. To review and score applications for awards, grants, and scholarships annually.

COMMITTEE MAKEUP

2 Co-chair positions.

6 committee member positions.

DUTIES AND RESPONSIBILITIES OF COMMITTEE MEMBER

1. Review and score appropriate applications using DNA provided scoring and assessment tools and record all results on Basecamp. (web-based project collaboration tool for communication during scoring).
2. Participate in review and update of award criteria (bi-annually).
3. Provide feedback as necessary to Committee chairs.
4. Network and collaborate as needed with committee members.
5. Actively participate via meetings, telephone, and written communication.
6. Assume responsibilities as delegated by Committee Chair(s).
7. Attend committee meeting at convention, if present.

DUTIES AND RESPONSIBILITIES OF COMMITTEE CO-CHAIRS

1. Committee Chair(s) will serve as liaison between the committee and the Board of Directors and oversee the functioning of the committee.
2. Submit annual budget requests to the Board of Directors for issues/items/projects not already included in general budget.
3. Familiar with role description and policies pertaining to the Committee review and update policies and scoring tools as needed.
4. Facilitate, assign, and monitor the assessment and scoring of award, grant and scholarship applications annually, from September-December.
5. Submit award, grant, and scholarship recipients to the Board of Directors prior to candidate award notification.
7. Resolve any conflicts or outstanding issues in finalizing the candidate selection process.

TIME COMMITMENT

1. One hour new member orientation via conference call.
2. Approximately 2-3 hours of application assessments and scoring, over a 2 to 3 week period (in late Fall).
3. Approximately 2 to 3 hours to review and update award criteria (includes participation in 1 hour conference call)

REQUIREMENTS AND SELECTION OF CO-CHAIR AND COMMITTEE MEMBERS

1. Access to a computer and availability to participate in discussion via email, phone and other communication.
2. Available to participate in assessment and scoring of applications yearly from September-December as needed. Members will meet at the annual conference, if in attendance.
3. Membership in the committee will continue for a three year term unless the member does not participate in the committee activities.
4. Co-Chairs must be nurse members of DNA and must have the capability to facilitate discussion, organize, develop, and meet committee goals.
5. Co-Chairs are appointed by the President for a one-year term. Successive terms may be served.