



AWARDS COMMITTEE CHARGE

Purpose

To recognize and promote excellence in health education research, practice, and programs.

Number of Members: 15-20

Composition:

Members should include the Chair, Co-Chair, and a variety of members reflecting SOPHE's membership, including students, early career professionals, and a variety of tenure.

Method of Appointment

The Chair/ Co-Chair and members shall be appointed by the Past President, in consultation with the President-Elect and Chief Executive Officer. Members can self-nominate themselves to the committee. The Board has the final approval of the committee.

Term of Office

The two-year term begins immediately following the annual SOPHE Business Meeting of the Membership during the Annual Conference of the year appointed.

Accountability:

Reports to: Board of Trustees

Key relationships: Membership Committee, House of Delegates, Annual Conference Committee

Staff Liaison(s)

Eunice Lee, Associate Director, Professional Development (primary); Iris Chou, Specialist, Membership and Professional Development (backup)

Responsibilities

Chairperson Responsibilities

- Plan and conduct activities to support achievement of SOPHE's Strategic Plan and Annual Action Plans; implement the annual awards program with the assistance of the national SOPHE office; provide budget requests to SOPHE Treasurer in August for the upcoming calendar year.
- Develop a promotion plan in collaboration with the national SOPHE office to encourage submissions to the SOPHE awards programs.



- Evaluate award submissions against criteria and recommend awardees to the executive committee for approval, excluding the Honorary Fellow. The SOPHE staff representative will notify the Chairpersons once the executive committee approves their selections.
- Coordinate awards presentation at SOPHE's Annual Conference, working in conjunction with the president and national SOPHE office.
- Periodically review criteria for awards and recommend potential award categories and any changes to existing awards to the CEO and past president.
 - Develop criteria for any new SOPHE awards in line with SOPHE's strategic plan upon request of the executive committee.
 - Review award proposals by other SOPHE groups to make necessary recommendations; facilitate submission to the CEO and past president, with final approval by the BoT.
- Keep SOPHE membership informed of the awards program by submitting articles for publication in *Health Promotion News You Can Use (NUCU)*.
- Submit written reports of committee activities and recommendations or motions for action at the board business meetings held during the annual conference.
- Review and recommend changes to update committee charge as necessary.

Subcommittee Chair Roles & Responsibilities

- The Awards Committee has two subcommittees: Professional Awards and Student Awards.
- The chair of each subcommittee must carefully follow the awards timeline and provide timely updates to their roster.
- Some of their main duties include serving as the point of contact for questions or general communication with their roster to ensure a successful evaluation process. They also communicate questions, requests, and concerns to the Awards Committee Chairs.

Member Roles & Responsibilities

- Select a subcommittee to serve.
- Refer to the Annual Timeline (Awards Committee Google Drive) and plan for deadlines.



- Members are provided a copy of the annual timeline which is released at the beginning of each year. The timeline is found in the shared committee Google Drive, along with other handy materials like copies of the award score sheets and instructions for using and submitting evaluations on SmarterSelect.

Meeting Frequency:

Bi-Annually; as needed

Estimated Time Commitment

3-5 hours per semi-annual application cycle

Scheduled

- Committee Zoom Meetings

Busiest Times of the Year

- There are two cycles for applications, nominations and submissions:
 - Winter/Spring (April through June)
 - Summer/Fall (July through October).