

Great Lakes Region Awards Chair Preparation

**Awards Chair Duties
And Responsibilities**

February 20, 2017



Responsibilities from the GLR Policy



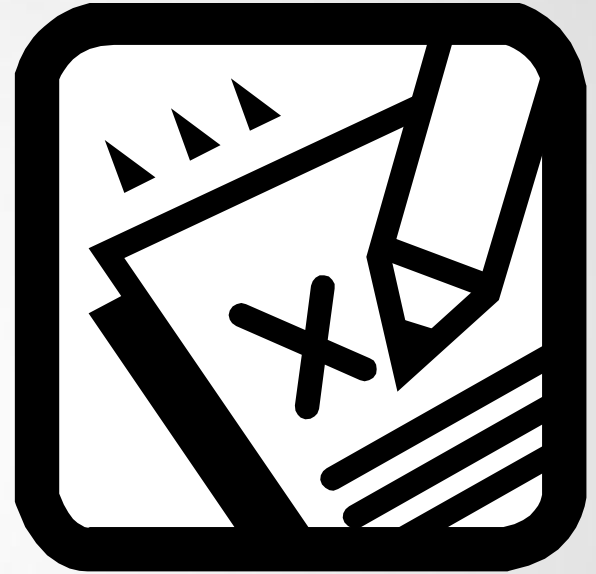
First place to find basic responsibilities for position:

- Appointment
- Responsibility
- Duties



Appointment

- Awards Chair is an appointed position for a two year term (Policy, Article V)
 - Begin term on July 1
- Appointed by the GLR President-Elect



Awards Committee

- Region President
- Region President-Elect
- Region Immediate Past President
- Awards Committee Chair
- Awards Committee Immediate Past Chair
(No fewer than three members of the Region)



Three Levels of Awards

- Institute

Honors & Awards Guide

- Region

Honors & Awards Guide

- Chapter

Chapter Awards Guide

2017

Honors & Awards Guide



CSI
Building Knowledge
Improving Project Delivery

Purpose

- To recognize talent and achievements.
- To highlight and share innovative ideas and practices for replication.
- Significant way to show appreciation in an all volunteer organization.
- Public Recognition
- To stimulate membership

Doesn't someone from your Chapter deserve recognition?



Institute Awards



- **Institute Honors**
 - Distinguished Membership
 - Honorary Membership
 - Fellowship
- **Institute Awards**
 - 15 different awards
- **Institute Recognition**
 - Board Chair Medal
 - Former Board Chair's Medal
 - Lifetime Member Plaque
 - Board Chair's Plaque
 - Special Award
 - Certificate of Merit and Appreciation
 - Chapter's 50th Anniversary Plaque

Institute Awards

Wide range of Institute awards are available in a multitude of areas including:

- Environmental Stewardship
- Education
- Certification
- Technology
- Specifications
- Service
- Quality and Process Improvement
- Communications
- OCC Awards

Region Awards

- **Wide range of Region awards are available including:**

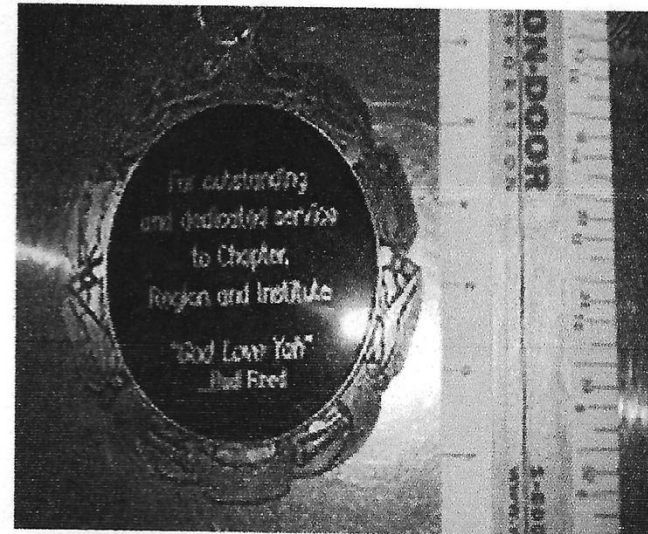
Service Recognitions

- Service Awards
- Professional Accomplishment Awards
- Publication Awards
- Region Recognitions

Region Awards

Great Lakes Region
Special Recognition
Award:

- **Bud Reed Memorial Award**



Chapter Awards

- A wide variety of Chapter Awards are available that differ by Chapter.

- Service Recognition
- Professional Accomplishment Awards
- Publication Awards
- Each Chapter has it's Highest Recognition Award

Duties and Responsibilities

Region Awards Chair To Institute:

- Publicize the Institute Awards Programs.
- Act as liaison with the Institute Awards Committee
- Submit reports to the Chair of the Institute Awards Committee
- Suggest changes to Institute Awards Program



The Construction Specifications Institute
Great Lakes Region

Honors and Awards Guide

Revised May 2016



Duties & Responsibilities

Region Awards Chair To Region:

- Organizes, implements, administers, and publicizes the Region Awards Program
- Receive and coordinate nomination paperwork for Region nominations
- Review nominations with Awards Committee and make selections



The Construction Specifications Institute
Great Lakes Region

Honors and Awards Guide

Revised May 2016



Duties and Responsibilities

To Region: (Continued)

- Each Region Award:
 - Develop and details criteria, nomination, and judging procedures
 - Seeks submission of Awards Candidates
- Awards Guide:
 - Review
 - Revise
 - Publish changes
- Provide suggested awards budget amounts to the Region Treasurer



The Construction Specifications Institute
Great Lakes Region

Honors and Awards Guide

Revised May 2016



Duties & Responsibilities

To Region: (Continued)

- Assist the Region President, President-Elect, and Immediate Past President in the presentation of awards at the annual Region Awards Banquet.
- Suggest changes to the Region Awards Programs



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Duties and Responsibilities

Region Awards Chair to the Chapter:

- Serve as resource person to Chapter Awards Chairs or Chapter Presidents if no Awards Chair is identified
- Notify Chapter Awards Chairs about successful selections and nominations not selected



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Honors and Awards Guide

Revised May 2016



H&A Guide

Institute:

- Submission Information
- Nomination Matrix
- Overview of the H&A Program
- Institute Honors
- Institute Awards
- Institute Recognition
- Honors & Awards Forms

2017

Honors & Awards Guide



H&A Guide

Region:

- Submission Information
- Overview of the H&A Program
- Region Honors
- Region Awards
- Region Recognition
- Region Honors & Awards Forms
- Past Awards Winners



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Great Lakes Region

Honors and Awards Guide

Revised May 2016



H&A Guide

Chapter:

- Submission Information
- Overview of the H&A Program
- Chapter Honors
- Chapter Awards
- Chapter Recognition
- Chapter Honors & Awards Forms
- Past award winners

Varies by Chapter



OCC

- **Outstanding Chapter Commendation**



- Designed to Reward Chapters for their good work on behalf of their members
- All Chapters should nominate themselves
- Use it as a gage for supporting members and CSI's mission
- All nominations submitted to Institute
- Region Awards Chair promotes the OCC to the Chapters

OCC

- **Outstanding Chapter Commendation**
- 2 Parts:
 - Pre-Requisite Core Criteria
 - Supplemental Criteria



- Pre-Requisite Core Criteria must be met
- Pre-Requisite Core Criteria cover key responsibilities that chapters need to perform in order to prosper and flourish.
- Supplemental Criteria earns points
- Supplemental Criteria covers additional criteria related to chapter administration, membership, finances, certification, educational programs, communications, and much more.

Three Classifications



3 Classifications for Chapters:

- Based on the number of Chapter members
 - Level I – 126 or more members
 - Level II – 61-125 members
 - Level III – 60 or fewer members

OCC

- Various Levels



As chapters earn the OCC, they reach the following milestones:

- 1-4 Years – Base OCC
- 5 Years – Bronze Level
- 10 Years – Silver Level
- 20 Years – Gold Level

OCC

- Pre-Requisite Core Criteria



- Chapter Administration
 - Leadership at FY Start
 - Leader Names to CSI
 - Reviewed Bylaws
 - Held Board Meetings
- Fiscal Responsibility
 - Use a Budget
 - Good Standing with IRS
- Education & Programs
 - Regular Meetings
 - Min 4 Educational Programs
- Communications
 - Min 6 Times per Year

OCC

- Criteria



- Back-up Provided
 - Chapter Bylaws
 - Officers Submitted to CSI
 - Chapter Budget
 - Description of 4 Educational Programs
 - 3 Examples of Communications
- Back-up Must be Provided in the PDF File
 - Form 306

OCC

- Supplemental Core Criteria
- This is Where Chapters Explain:
 - Who We Are
 - Why We Are Special
 - What Makes Us Outstanding



- Administration
- Membership
- Finances
- Certification Programs
- Education/Technical Programs
- Communications
- Events
- Academic Relationships
- Region & Institute Participation
- Brag Box

Prepare Awards

Once recipients have been determined:

- Coordinate with Region President on appearance of Awards
- Create awards according to templates
- Order awards as needed
- Allow time for order to be completed
- Once received, organize for distribution at Awards Banquet



Rewards

Rewards of an Awards Chair:

- Promote significant achievement
- Honor to introduce members to the Region
- Honor to reward their efforts
- Honor to promote CSI



Other Nomination Information

- **Region Award Chair Address:**
Ivette R. Bruns, CSI, CCS
CSO Architects
8831 Keystone Crossing
Indianapolis, IN 46240
ibruns@csoinc.net
- Address letters of endorsement to Awards Chairman.
- Organize forms, exhibits and other materials and/or bind them for a professional and easy-to-read nomination package.
- Read the full requirements of each award in the Region or Institute CSI Honors & Awards Guide.
- Have someone else review and proof the nomination package prior to submission.
- Submit the appropriate number of nomination packages in the appropriate format.
- Remember to get your nomination in **before the deadline!**

DEADLINES:

Nominations for all Region Awards

- **Friday, April 7, 2017
5:00 PM Eastern**

Nominations for all Institute Awards:

- **Friday, May 5, 2017
2:00 PM Eastern**

OCC Nominations to Institute:

- **Friday July 14, 2017
2:00 PM Eastern**

**Start preparing your
Nomination packages NOW!**



NOMINATE

- RECOGNIZE EXCELLENCE
- Nominate Someone Today!



What If You Have Questions?

- Email awards@csiresources.org
- Call 800-689-2900 x 4783
- Visit www.csiresources.org/honorsandawards to download the Honors & Awards Guide
- Region Awards Chair:
Ivette R. Bruns, CSI, CCS
ibruns@csoinc.net