

# Northeast Region Construction Specifications Institute

## Awards Committee

The following material has been extracted from the current Region Administrative References (RAR) and provides information specifically for the Region Awards Committee. This material is intended to assist the Region Committee Chair to better understand the role and responsibilities of this committee within the overall operation of the Northeast Region.

### **From Part 4 of the RAR (Region Policy)**

#### **AWARDS COMMITTEE**

1. Membership
  - (a). Chair and Co-chair appointed by President.
  - (b). Preference in the selection will be given to Chapters that will be hosting a Region Conference if known at the time of appointment.
  - (c). Members of the committee are the Awards Committee Chairs of each chapter.
2. Purpose and responsibilities:
  - (a). Organize, implement, and administer the Region Awards Program in accordance with Part 4, REGION AWARDS GUIDE.
  - (b). Solicit, obtain, and review nominations for all Region awards and make recommendations to the Executive Committee.
  - (c). Obtain and prepare awards certificates.
  - (d). Participate in the presentation of awards at the Region Conference.
  - (e). Other duties as defined by the Board.

**See Part 5 of the RAR (Region Awards Guide) for specific additional information about individual awards, awards judging, awards notification and acquisition and presentation of award,**

### **From Part 7 of the RAR (Region Committee Guidelines)**

#### **AWARDS COMMITTEE**

##### **A. INTRODUCTION**

1. The purpose of the Institute Awards Program includes:
  - a). The Institute Awards Program shall recognize the talent, achievements, and notable contributions to the construction industry that support the mission of CSI.
  - b). The Institute Awards Program shall be the principle method for saying “thank you” to those members and others who have contributed time and effort generously. Awards that convey gracious and grateful recognition of extraordinary effort encourage continued contributions. Provide educational resources to institutions of higher learning by working with the Professional

Development, Certification, and Technical Committees to develop, publish, and make available programs and qualified instructors for programs, and promoting those programs at institutions of higher learning.

- c). The Institute Awards Program shall promote the goals of intensifying members' interests, gaining new members, developing new talent, and stimulating interest in CSI's growth.
- d). The Institute Awards Program shall recognize outstanding accomplishments by design and construction professionals whose work has made a significant impact on the construction industry at large.

#### B. PURPOSE OF THIS GUIDE

1. The purpose of the Region Awards Committee Guide is to assist the Region Awards Committee in implementing the Region's Awards Program. This program consists of:
  - a). Work to achieve the goals and objectives established for the Region Awards Program by the Region Board within the budget provided by the Region.
  - b). Promoting and implementing a specific Region Awards Program
  - c). Promote interest in active participation in CSI at the Region level by the use of Awards
  - d). Assisting the Institute Awards Committee in promoting participation in the Institute Awards Program.
  - e). Helping members and Chapters implement the Institute's Awards Program.
  - f). Assisting individual Chapter Awards Committee Chairs in developing Chapter Awards Programs
  - g). Serving as a "Clearing-house" for ideas and activities that may increase the Region's Awards activities.

#### C. SPECIFIC REGION AWARDS COMMITTEE ACTIVITIES

1. Assist members of the Region and the chapters in understanding the value of recognition of active participation in CSI through the use of Awards.
2. Promote Chapter and member participation in the Region Award Program.
3. Promote Chapter and member participation in the Institute Awards Program.
4. Promote Award nominations of individuals, firms, institutions, or organizations that have provided distinguished service to the Region.
5. Provide articles on Region Awards Programs or individual awards for publication in Chapter Newsletters.
6. Periodically review the "Region Awards Guide" and recommend appropriate additions, deletions, or revisions to the Region Board of Directors.
7. Periodically review these "Guidelines" and recommend appropriate additions, deletions, or revisions to the Region Secretary

#### D. DUTIES OF THE COMMITTEE CHAIR

1. Coordinate the Committee's activities.
2. Appoint Subcommittees as necessary for Awards Judging.
3. Verify that Region President has appointed "Distinguished Service Awards Jury"
4. Serve as Northeast Region liaison with Institute Awards Committee.
5. Serve as the Communications path between the Institute Awards Committee and the Chapter Awards Committee for 2-way communications.

6. Communicate with Region Awards Chairs of other Regions as necessary and appropriate for fulfilling duties as Region Awards Committee Chair.
7. Provide a written report of Committee activities to each Region Board Meeting and at other times if requested by Region President or Region Secretary. Copies of reports submitted to the Region Board Meetings will also be sent to Chapter Awards Chairs.
8. Submit a “Year-end Report” to Region President and Vice President summarizing Region Awards Committee activities for the year. A copy of this report to be submitted to the Institute Awards Committee and to Chapter Awards Chairs.
9. Coordinate Committee activities with other Region Chairs as appropriate for activity.
10. Distribute material received from Institute Awards Committee to Chapter Awards Chairs as appropriate.
11. Request Region Budget allocation if funding is required to perform Committee’s assigned duties.

**E. DUTIES OF COMMITTEE MEMBERS**

1. Serve as Chapter liaison with the Region Awards Committee.
2. Report Chapter Awards activities to Region Committee Chair.
3. Communicate with other Chapter Awards Committee Chairs as a way of sharing idea and concerns.
4. Assist in the development and implementation of appropriate programs to accomplish activities listed in “Specific Committee Activities” shown above.

**F. REFERENCES**

1. CSI Administrative References
  - a). Honors and Awards Guide
2. Northeast Region Administrative References
  - a). Part 4, Section 12
  - b). Part 5, Region Awards Guide