Society of Hospital Medicine
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Awards Committee

REPORTS TO: Board of Directors

COMPOSITION: Chair (appointed by President of SHM)
6-10 members at large

TERMS: Chair shall serve for two years, with possible reappointment once (maximum 4 years).
Members shall serve for one year, with possible reappointment up to four (4) times (maximum 5 years

All terms begin and end one week prior to the Annual Meeting.

CHARGE:

The Committee is responsible for developing, revising, and promoting the awards presented by SHM. The Committee will also recommend the winners of the awards to the Board for approval. The Committee will also recommend the addition or deletion of awards for future consideration to the Board for approval.

GOALS:

1. Update and revise award criteria as needed
2. Publicize the awards process and timetable to the SHM membership
3. Review nominees for each award
4. Select winner for each award and submit to Board for approval
5. Notify winners and unselected nominees of the Board's decisions
6. Make recommendations to the Board of any additional award categories or deletion of any current award categories.
7. Work with staff for any appropriate sponsorship for awards
8. Develop recommendations of what each award winner should receive (e.g. honorarium, expenses)
9. Work with staff on formal awards presentation format (e.g. awards brochure, timing of ceremony)

RESPONSIBILITIES:

Chair

- With assistance from staff, develop the agenda for meetings
- Assign responsibilities for committee members
- Set deadlines for completion or update of committee activities
- Present reports and recommendations to the Board of Directors
- Communicate to the entire committee on actions and decisions of the SHM Board
- Coordinate meeting dates with staff
- Oversee the development and approval of minutes

Committee Members

- Attend and participate in all committee meetings and teleconferences
- Prepare for meetings by reviewing agenda and reading any background materials
- Actively participate on committee list serve
- Complete all assignments in a timely fashion