

NAFSA SUBCOMMITTEE CHARGE

To: Susan Thompson, Vice President for Member Relations

From: Sheila Schulte, Chair, Membership Committee

Date: December 2010

Re: **Request to Renew a Subcommittee Named: Awards Subcommittee**

Sponsoring KC/ Committee	Membership Committee
Proposed subcommittee Why is it needed? Is the work ongoing?	Awards Subcommittee Yes
Relates to which KC/sponsoring committee outcome/objective?	Manage the NAFSA awards program, according to guidelines established by the Board.
Subcommittee outcome accountability What needs to be achieved? Action? Is it congruent with KC's outcomes/deliverables?	<ul style="list-style-type: none"> • To maintain an overview of NAFSA awards given on behalf of the association. • To solicit nominations for such awards between September and February of each cycle. • To propose a slate of awardees to the Membership Committee by the first week of March, which will then seek Board of Directors approval at the Board's March meeting. • To manage communication with nominees and awardees as appropriate
Subcommittee composition: Who selects chair? # of members? Skills needed?	<ul style="list-style-type: none"> • Chair appointed by Membership Committee Chair for 2-year term. • Four members appointed by Awards Subcommittee Chair, in consultation with Membership Chair and Vice President for Member Relations, and serve for staggered 2-year terms.
Time commitment for Members	The committee will meet via conference call 2 times per year (or as needed) and at the annual conference.
National Resources Needed	Funds to support conference calls, staff liaison to facilitate awards process, and space for meeting at the annual conference.
Next review date	December 2013
Approved by Board	December 4 th , 2010