

APPENDIX I

ADMINISTRATIVE COMMITTEES

AWARDS COMMITTEE

COMPOSITION

The Awards Committee should be composed of a chair and vice-chair and Division members representing various labor organizations who are interested in seeing that a fair and efficient awards and recognition program is conducted.

When possible, this committee should be staffed by members representing various categories of labor organizations, such as international unions, local unions, central bodies, governmental agencies, etc.

SCOPE

This committee ensures that the labor awards and recognition program is promoted, attractive and fair. The program must reward those labor organizations and individuals who are members in the NSC Labor Division and are doing outstanding work in the prevention of injuries and illnesses. The committee shall maintain a standard of judging which will guarantee the high prestige of the awards.

RESPONSIBILITIES

- Meet two (2) times a year in alignment with each Division meeting.
- Provide an agenda to all committee members at each meeting.
- Prepare written minutes of each meeting for inclusion in the Division minutes.
- Contact all award recipients informing them that they have earned an award, that the recognition must not be held confidential until after the formal presentation ceremony, and ensure acceptance from the recipient or someone on their behalf.
- Maintain the program and procedures to allow for award availability for Division members.
- Obtain prior approval from the National Safety Council for any change in existing programs or new awards.
- Publicize and promote the award program to ensure participation
- Plan and participate in the award presentation during the fall meeting.