POSITION TITLE: Awards and Recognition Committee Chair (ARCC)

TERM: Nominated Position. Confirmed at the start of each year

APPROVAL: 03 Sep 2018   **LATEST REVISION**: N/A

Outline

The ARCC is responsible for seeking high quality candidates to represent the section for the R10 and other IEEE Awards. The ARCC is also responsible for running and encouraging members to apply for the NSW IEEE Volunteer Awards.

ACTIVITIES

February
- Submit an article to the Circuit editor based on encouraging members to apply for R10 awards and to seek support in doing so

April
- Commence the process of supporting application of R10 award submissions

June
- Submit an article to the Circuit editor based on encouraging members to apply for the NSW IEEE Volunteer Awards

August
- Participate at the annual UNITE event focussing on seeking out and encouraging high quality members to apply for the NSW Volunteer Awards
- Seek out members to form an awards committee for the NSW Volunteer Awards

September
- Finalise winners of the NSW Volunteer Awards

October
- Contact award recipients and invite them to attend the Section AGM
- Prepare plaques for the award recipients
- Send an email to the Section Executive confirming if you would like to continue the position into the following year

November
- Arrange the delivery of award to recipients at the Section AGM