**Coordinator for Awards and Recognition:**

Welcome and congratulations on becoming a Section Coordinator of Awards and Recognition (A&R).

Within the IEEE this position is often referred to as the ‘Awards Chair’.

In this role you will be responsible for

* Identifying those who merit recognition for their IEEE volunteer activities, their contributions to the profession, and their support of IEEE.
* Another aspect is to promote the elevation of eligible IEEE members to a higher IEEE membership grade.

**Committee Alignment:**

* You are a member of your Section Membership Committee, and
* A member of your Section Executive Committee (ExCom).
* A member of your Section Nominations and Appointments Committee.
* You will be reporting directly to your Section Chair, and
* Participate in the activities of the Executive Committee, and
* Report, in writing, each month on current activities to the Executive Committee Secretary.
* Your work will provide recognition for those who have done good things for IEEE and the profession, and will inspire others to follow those who have been recognized.

The Quick Start Guide in the IEEE Center for Leadership excellence will help you understand what you need to do in this important position. Find the guide at:

**http://ieee-elearning.org/CLE/**

**Member Focus &** **Award Sources:**

Your primary role is to recommend members of your Section and its organizational units (chapters, Affinity Groups, Committees and Student Branches) for their contributions and achievements. IEEE awards and recognitions include:

* IEEE-Section Level Awards,
* IEEE-Region Level Awards,
* IEEE-Society, Affinity Group and Council Level Awards, (We have 27 in our Section from which to choose.)
* IEEE-Student Branch Awards
* IEEE-EAB Awards
* IEEE-USA Awards
* IEEE-MGA Individual Awards
* IEEE-Standards Association Awards,
* etc.. (There are many more!)

Functionally, you will follow a pattern to determine the following:

* Identify candidates for recognition,
* Determine potential nominators for these candidates, and
* Assist the nominators in obtaining the necessary letters of recommendations.
* Nominate members who are eligible for elevation to Senior Member grade.
* Identify Section award recipients; plan and conduct Section Awards Ceremony.