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## **Awards Committee**

### **Committee Goals and Objectives**

1. To recognize MNLA members for outstanding work in their professions and in the MNLA. To promote and increase the professionalism of our members.
2. Solicit nominations for the following awards:
  - a. Member of the Year
  - b. Best of Montana Landscapes
  - c. Container Garden Award
  - d. Other awards as the committee recommends to the board.
3. To publicize the accomplishments of award recipients.

### **Committee Responsibilities and Work Schedule**

1. Prepare and present committee activity reports at Board meetings.
2. Prepare and submit a final written report of committee activities and accomplishments at the MNLA annual business meeting.
3. Chairperson will hold committee meetings and/or use other communication means each year to plan and coordinate the awards program.
4. Develop and implement an action plan to promote award nominations and explain nominating procedure through the MNLA Leaflet newsletter, at meetings, member contacts, and any other appropriate means determined by the committee.
5. Solicit nominations for all award program categories.
6. Utilize and distribute award nomination forms to nominators to standardize the format and assure necessary information is submitted to the committee.
7. Seek Executive Council approval for tasks and projects that require Chapter funds and/or a concerted effort by the membership. Submit all receipts for award costs (plaques, engraving, etc.) to the Secretary/Treasurer in a timely manner.
8. Arrange with the Education committee chairperson to take pictures of award recipients for publicity and record purposes. Provide award recipient information for news releases in the Chapter newsletter and other newspaper releases.
9. Maintain a record-keeping list of annual award recipients for informational purposes. Include names and addresses by award categories. (Executive Director)
10. Establish a deadline for submitting award nominations to the committee chairperson, at least 45 days prior to the annual meeting.
11. Notify the Chapter President of award recipients.
12. Order appropriate engraved plaques for award recipients for presentation at the annual meeting.
13. Notify award recipients with congratulatory letters including an invitation to attend the annual meeting banquet as a guest for the award presentation. Send letters no later than 30

- days prior to the annual meeting.
14. The President or committee chairperson will present the plaques to the award recipients at the annual banquet.

### **Committee Selection**

1. The chairperson is selected and appointed yearly by the Board.
2. Additional committee members are selected and appointed by the board and committee chairperson.

*For more information about the Awards Committee, please contact:*

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