

## **Vice President for Internal Awards**

The Vice President for Internal Awards is an appointed position by the Chapter President. He/she is the primary person responsible for recommending and submitting Chapter members for Chapter and National awards and tracking receipt thereof. Additionally, they are responsible for drafting the Chapter of the Year and Event of the Year nomination packages for AFA National for the Chapter. It is strongly recommended that this person be a very good writer.

Responsibilities include:

- Maintain a listing of all Chapter award winners and the progression of AFA awards
    - Normally awards (both Chapter and National) begin with a Citation, then a medal of Merit, then Exceptional Service Award, then President's Award.
  - Make recommendations to the President on who should be considered for which awards
  - Ensuring every award winner gets their award
    - If an individual is not available for presentation at the Chapter's Award Reception, deliver the award to the individual
  - Draft the Chapter's nomination package for AFA National for The Chapter of the Year
    - Provide draft to the President for his./her review
  - Draft the Chapter nomination package for the AFA National Event of the Year
    - Provide draft to the President for his/her review
- Maintain a Continuity Folder of how this job is performed. This will assist the successor in learning this job