

Colorado Council of Medical Librarians

Awards Committee and Chairperson - Duties

The Awards Committee is a Standing Committee of CCML, consisting of a Chair and at least 2 members. This Committee supports the mission of CCML through two annual awards. **The Library Champion Award** honors individuals outside CCML who support our profession, seeing our role as an essential component of quality medical information resources and practices. **The Marla Graber Award** celebrates exemplary achievements of CCML members.

Duties of the Chairperson

1. Attend meetings of the membership and of the Executive Committee.
2. Convene the committee in the fall to review award criteria and application forms, and revise these if needed.
3. **Library Champion Award**
 - a. Send out call for **Library Champion** nominations to the membership no later than September 1 via email list and/or blog, and announcement at September membership meeting. Nominations must be received by October 15.
 - b. Convene the committee to evaluate nominations and select award winners.
 - c. Present recommendations to Executive Committee by November 1st.
 - d. Contact Awardee.
 - e. Working with Treasurer, Chair or committee member orders paperweight and check for awardee.
 - f. With CCML President, arrange for presentation and publicity associated with the Award to be given in January.
4. **The Marla Graber Award**
 - a. Send out call for nominations to membership no later than January 15th via email list and/or blog. Nominations must be received by February 28.
 - b. Convene the committee to review nominations and select award winner(s). Two awardees can be selected.
 - c. Send selected names to President for March CCML Executive Committee meeting. Nomination(s) are voted on by the Officers and Chairs of all Committees.
 - d. Contact awardee, and then announce award via CCML email.
 - e. Committee member submits article for Council Quotes weblog.
 - f. Working with Treasurer, Chair or committee member orders paperweight, certificate and check for each award winner.
 - g. Present the award at the Annual Meeting.
5. Prepare annual report to the membership for inclusion in the April Council Quotes.
6. Update list of duties annually and submit to President and incoming Chair.