

# **San Antonio Conservation Society**

## **Job Description**

### **AWARDS – HISTORIC PRESERVATION/ PUBLICATION**

Historic Preservation Awards (buildings, organizations, individuals) are presented every other year, alternating with Publication Awards. The purpose of this committee is to coordinate presentation of awards to those persons or organizations judged to have best served the cause of conservation by preserving historic architecture, documents, pictures, objects, places, names, or customs, or by protecting the natural beauty or whatever is admirably distinctive of Texas. On publication awards years, the committee coordinates presentation of awards to the authors of books that preserve document, and promote the history of Texas.

Historic Preservation awards: The committee shall be composed of the Chairman, who manages the Event; the Vice Chairman, a former President, who manages the Awards; the First Vice-President; the Advisory Committee of Past Presidents; two Active Members that are not on the Board of Directors and two Associate Members; and other members as appointed by the chairman.

Publications awards: The librarian shall recruit readers to read and evaluate nominated publications using a numerical rating system. Recommendations are then presented to the Board of Directors for approval. The Awards Committee plans the event for the Publications Awards, usually held in March, including the location, menu, invitations, and program with the approval of the President.

### **DUTIES OF THE CHAIRMAN**

1. Appoint members to committee and present to President for approval. Assign committee duties to the members to be approved by the President.
2. Keep the President informed of all meetings and activities of the committee.
3. Work with Staff Liaison to coordinate committee activities.
4. Hold an organizational meeting early in the year to determine the date of the Awards presentation. Assign committee members to supervise each of these tasks as approved by the President.
5. Coordinate with President and Staff Liaison for publicity on Event.
6. File a final report of the committee's activities before the June general membership meeting.

### **DUTIES OF THE VICE CHAIRMAN**

1. Approve the application/nomination form, update criteria and present to the Board for approval, determine the deadline for nominations, and decide on the actual awards to be given. Any new art work or casting should begin at this time.
2. Coordinate with President and Staff Liaison for publicity on Nominations.
3. Present the Committee's recommendations to the Board of Directors for approval.