ASNE Awards Committee Charter

AUTHORITY AND PURPOSE:
The Awards Committee is a Continuing Committee of the Society as defined in Article XI of the ASNE Bylaws. The committee is chartered by the ASNE Council in accordance with the Council Policy on ASNE National Committees. The Awards Committee is responsible for establishing and maintaining the policy of the Society with regard to recognition of outstanding professional achievement in naval engineering.

FUNCTIONS AND RESPONSIBILITIES:
The Awards Committee is responsible to the ASNE Council for:
- Advising the Council on policy and criteria for ASNE awards
- Oversight and Direction of the Society’s Awards Program
- Evaluating awards nominations and recommending award winners
- Establishing and monitoring metrics of success for the Awards Program

In carrying out these responsibilities, the Awards Committee will:
- Review, evaluate, and rank awards nominations and prepare recommendations for presentation of ASNE awards
- Review Journal Committee recommendations for presentation of the Jimmie Hamilton Award and forward to the Council with comment
- Monitor the quantity and quality of award nominations and other appropriate metrics to evaluate the health of the program
- Periodically benchmark against comparable programs sponsored by other organizations
- Review recommendations for new awards or changes to existing awards and provide recommendations to Council

COMMITTEE MEMBERSHIP AND SUPPORT:
The Awards Committee will consist of a committee chair plus at least three other members. Sub-committees may be established at the discretion of the chair. The committee membership should reflect the variety of technical backgrounds and professional interests within the Society. Members of the committee shall be members of the Society in good standing. Appointments and terms of office will be in accordance with the Council Policy on Committees. The chair of the committee will be an ex-officio, non-voting member of the Council.

The ASNE Membership Manager will be the primary staff point of contact for the committee. The staff will provide all necessary support for the committee, including Awards Program publicity, administrative processing of award nominations and managing the preparation and presentation of awards.

MEETINGS:
The Awards Committee will meet at least once a year to consider nominations for the Society’s annual awards. The committee will endeavor to accommodate participation by members from remote sections through the use of e-mail, teleconferencing, etc. The committee will also participate in the annual Sections Meeting.
REPORTS:
No later than six weeks prior to ASNE Day each year, the Awards Committee will provide a written annual report to Council that includes:
- Recommended winners of ASNE awards for the previous calendar year
- Endorsement on Journal Committee recommendation for Jimmie Hamilton Award
- Assessment of the number and quality of award nominations received
- Assessment of the status and health of the ASNE Awards Program
- Any specific recommendations for the Council with supporting information.

The committee should also provide a brief written report of each committee meeting. The reports should be provided to the Executive Director / Secretary-Treasurer of the Society at least one week before the next scheduled Council meeting. The reports should include:
- An attendance list for the meeting
- A summary of reports and information reviewed at the meeting
- A summary of committee discussions including decisions made and action items assigned and status of previous action items.
- Any specific recommendations for the Council with supporting information.

For the annual Sections Meeting, the Awards Committee will provide an overview report that summarizes the Society’s awards program and highlights the status and value of the program. This report should discuss the section level perspective and emphasize the sections’ role in publicizing and submitting nominations for the annual ASNE awards.