

## Job Description

# MIT Alumni Association Awards Committee Member

### DESCRIPTION OF COMMITTEE RESPONSIBILITY

Article V, Section 2 (e)(i)(3) of the Association Bylaws provides “There shall be an Awards Committee which shall make recommendations to the Board of Directors for recipients of Association awards and for the establishment of new awards.” The Awards Committee selects alumni/ae, alumni/ae groups, and non-alumni/ae friends for recognition with one of the Association’s top volunteer leadership awards – the Bronze Beaver Award, the Henry B. Kane ’24 Award, the Harold E. Lobdell ’17 Distinguished Service Award, the Margaret L. A. MacVicar ’65, ScD ’67 Award, the George B. Morgan ’20 Award, the Great Dome Award, and Honorary Membership in the Association. This committee also has the authority to recommend to the Board of Directors other special awards that they may deem appropriate or suggest removal of award categories that are no longer appropriate.

Additions to the Awards program in the last decade include the Volunteer Honor Roll of Service, to provide a practical way to honor volunteers year-round; the Margaret L.A. MacVicar Award for recognizing volunteers with ten or less years of service and leadership potential; and the Better World Alumni Service Award, honoring a single alumnus who has demonstrated the ability, passion, and unwavering commitment for working wisely, creatively, and effectively to advance the MIT ideal of the betterment of humankind (building a better world).

Posthumous awards are not generally considered, unless the nominee was selected by the Awards committee for an award before their passing.

### COMMITTEE MEMBERSHIP

The Awards Committee consists of at least six (6) members and may include Board and non-Board members of the Alumni Association. The chair of the committee is appointed from among current members.

### CHARACTERISTICS OF MEMBERS

Article V, Section 2 (e)(i)(3) of the Association Bylaws provides “*To be eligible to serve on this committee, an individual must be a prior recipient of a Bronze Beaver award of the Association.*” Members should be familiar with the responsibilities of alumni/ae volunteers throughout all the programs of the Association and at MIT. It is desirable that members be currently active as volunteers in some other role than this committee, and that the committee be representative of the body of alumni/ae volunteers in age, gender, degree type, school, ethnicity, geographic distribution, and range of MIT involvement.

### SELECTION

The President-Select of the Association appoints new committee members to replace those members ending their term. The President-Select appoints the committee members and the chair with the

concurrence of the Board. The chair of the committee is appointed by the president of the Alumni Association, with a preference towards a current Board member who is also a recipient of the Bronze Beaver award.

## TERM OF OFFICE

Three (3) year term; One (1) meeting per year in the winter.

## RESPONSIBILITIES

- Review all nominations for Association awards and honorary membership as submitted by alumni/ae and staff through the Volunteer Services team within Alumni Relations.
- Determine the number of awards to be presented in each category and recommend nominees to the Board of Directors.
- Review recommendations for additional awards from individual alumni/ae, from alumni/ae groups, or from the Association staff.
- Recommend any additional awards that, in the opinion of the committee, are necessary for the Association.
- Recommend the removal of awards that, in the opinion of the committee, are no longer necessary for the Association.
- Attend annual meeting of the committee, customarily held in February in-person or virtually, as determined by the committee chair.
- Participate in other meetings as called by the chair of the committee, in-person or virtually, as determined by the committee chair.

## STAFF SUPPORT

The Assistant Director of Volunteer Services, under the direction of the Director of Alumni Volunteer Experience and the CEO, provide operating support to the committee.