

School Library Association of New South Wales

Awards Chair

1. Report regularly to SLA NSW committee
2. Co-ordinate the association's awards, nomination and selection panel
3. Co-ordinate preparation and framing of certificates
4. Co-ordinate letters to recipients and their executive in a timely manner
5. Prepare blurbs for each recipient and forward to Publications Chair
6. Co-ordinate the nomination process of awards from other associations
7. Promote the awards of the association and related associations
8. Organise sponsors / prizes as required
9. Develop, maintain or report on tasks, projects or activities as appropriate

Procedures

1. Attend meetings as required. Apologies for meetings should be tendered to the Secretary at least 24 hours prior to the meeting.
2. Keep a watching brief of the profession by subscribing to OZTL_Net and local or district networks.
3. Any reports for meetings are to be sent to the Secretary at least 14 days prior to the scheduled meeting.
4. Attend strategic planning days as required.
5. Attend induction session if necessary
6. Members of the committee may be asked to be responsible for sections of the website. If so, the website style sheet must be maintained and direction accepted by website