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<https://wiki.irises.org/Main/JobDescriptionAwardsChair>

POSITION TITLE: Awards Chair received 11-5-2015

**BASIC FUNCTION:**

* To oversee and coordinate all aspects of the awards program of The American Iris Society.

**REPORTING RELATIONSHIPS:**

* He/she is appointed by the AIS President and responsible to the Board of Directors.

**MAJOR FUNCTIONS:**

* To be thoroughly familiar with the rules and regulations of The American Iris Society as set forth in the *Handbook for Judges and Show Officials,*6th Edition, 1998, and subsequent rules and regulations approved by The American Iris Society Board of Directors.
* To implement the certification process for irises hybridized by a foreign hybridizer but first offered for sale in North America.
* To prepare and distribute the Official Ballot of The American Iris Society.
* To coordinate the tabulation of the votes on the Official Ballot of The American Iris Society.
* To certify the results of the Official Ballot of The American Iris Society and to notify the AIS President of the results.
* To distribute the certified results of the Official Ballot of The American Iris Society as appropriate, and to submit the results to the Editor of *The Bulletin of The American Iris Society*for publication in the October issue.
* To coordinate/serve as emcee at the annual awards banquet of The American Iris Society.

**SPECIFIC RESPONSIBILITY AND** **AUTHORITY:**

* Prepare the Official Ballot of The American Iris Society following all of the rules and regulations as set forth in the Handbook for Judges and Show Officials, 6th Edition, 1998, and subsequent rules and regulations approved by The American Iris Society Board of Directors.
* Submit the draft of the Official Ballot to the AIS Registrar and others as appropriate for vetting.
* Mail the Official Ballot to all accredited judges of The American Iris Society.
* Coordinate the receipt and tabulation of votes of the Official Ballot.
* Maintain a record of accredited judges casting timely ballots and of accredited judges who do not cast timely ballots. Notify the Chairman of Judges of The American Iris Society of those accredited judges who do not cast timely ballots.
* Prepare and certify the list of official American Iris Society awards.
* Distribute the official list of awards as appropriate:
  + Send the list of official American Iris Society awards to the President of The American Iris Society for notification of the winners, in advance of general distribution of the official list of awards.
  + Send the list of official American Iris Society awards to the Public Relations Chair for obtaining photos for the wiki, in advance of general distribution of the official list of awards.
  + Send the official list of awards to the Editor of The Bulletin of The American Iris Society for publication in the October issue.
  + Send the official list of awards to the Electronic Services Committee for posting on the AIS web page
* Prepare and distribute award certificates. (?)
* Coordinate the presentation of awards at the annual awards banquet of The American Iris Society.
* Attend the spring and fall meetings of the AIS Board of Directors and present a written report.

**TIMETABLE FOR ACCOMPLISHING SPECIFIC TASKS:**

By January

* Prepare the draft of the Official Ballot of The American Iris Society.
* Distribute this draft to the AIS Registrar and other appropriate persons for vetting.

January-May

* Coordinate the annual awards banquet of The American Iris Society.
* Contact Section and Cooperating Society presidents to be sure medals are being prepared in a timely manner
* Contact medal winners to find out who will be attending/accepting, so the Convention Liaison can arrange for seating at the reserved tables at the Awards Banquet. Distribute list of acceptors to AIS president.
* Supply a list of the medal winners to the slide chair so that images of the irises and hybridizers can be shown during the presentation.

February

* Print the Official Ballot of The American Iris Society

March

* Mail the Official Ballot to all accredited judges of The American Iris Society, using the database of judges created by merging data from the AIS Chairman of Judges and the previous year's database (with [UserID](https://wiki.irises.org/bin/edit/Main/UserID?topicparent=Main.JobDescriptionAwardsChair" \o "Create this topic) and password for the on-line voting system). Note that this used to be done utilizing the mailing labels prepared by the AIS Membership Secretary and certified by the AIS Chairman of Judges.

By April 1

* Establish the tabulation mechanism (Le., regional tabulators or tabulation solely by the Awards Chairman)

May – August 10

* Receive and tabulate the Official Ballot

ASAP after August 10

* Complete the coordination of the tabulation of the Official Ballot.
* Notify the AIS President of the results of the voting.
* Distribute the results of the voting as appropriate.
* Send the list of official awards to the Editor of *The Bulletin.*

August

* Prepare and mail the award (AM and HM) certificates – this has not been done for years.

November (First full week-end)

* Attend the fall meeting of the AIS Board of Directors; present the Annual Report of the Awards Committee.

POSITION TITLE: Awards Chair

**BASIC FUNCTION:**

* To oversee and coordinate all aspects of the awards program of The American Iris Society.

**REPORTING RELATIONSHIPS:**

* He/she is appointed by the AIS President and responsible to the Board of Directors.

**MAJOR FUNCTIONS:**

1. To be thoroughly familiar with the rules and regulations of The American Iris Society as set forth in the *Handbook for Judges and Show Officials,*6th Edition, 1998, and subsequent rules and regulations approved by The American Iris Society Board of Directors.
2. To implement the certification process for irises hybridized by a foreign hybridizer but first offered for sale in North America.
3. To prepare and distribute the Official Ballot of The American Iris Society.
4. To coordinate the tabulation of the votes on the Official Ballot of The American Iris Society.
5. To certify the results of the Official Ballot of The American Iris Society and to notify the AIS President of the results.
6. To distribute the certified results of the Official Ballot of The American Iris Society as appropriate, and to submit the results to the Editor of *The Bulletin of The American Iris Society*for publication in the October issue.
7. To coordinate/serve as emcee at the annual awards banquet of The American Iris Society.

**SPECIFIC RESPONSIBILITY** **AND** **AUTHORITY:**

1. Prepare the Official Ballot of The American Iris Society following all of the rules and regulations as set forth in the *Handbook for Judges and Show Officials,*6th Edition, 1998, and subsequent rules and regulations approved by The American Iris Society Board of Directors.
2. Submit the draft of the Official Ballot to the AIS Registrar and others as appropriate for vetting.
3. Mail the Official Ballot to all accredited judges of The American Iris Society.
4. Coordinate the receipt and tabulation of votes of the Official Ballot.
5. Maintain a record of accredited judges casting timely ballots and of accredited judges who do not cast timely ballots. Notify the Chairman of Judges of The American Iris Society of those accredited judges who do not cast timely ballots.
6. Prepare and certify the list of official American Iris Society awards.
7. Send the list of official American Iris Society awards to the President of The American Iris Society in advance of general distribution of the official list of awards.
8. Distribute the official list of awards as appropriate.
9. Send the official list of awards to the Editor of *The Bulletin of The American Iris Societ*y for publication in the October issue.
10. Prepare and distribute award certificates.
11. Coordinate the presentation of awards at the annual awards banquet of The American Iris Society.
12. Attend the spring and fall meetings of the AIS Board of Directors and present a written report.

**TIMETABLE FOR ACCOMPLISHING SPECIFIC TASKS:**

January

* Prepare the draft of the Official Ballot of The American Iris Society.
* Distribute this draft to the AIS Registrar and other appropriate persons for vetting.

February

* Print the Official Ballot of The American Iris Society

March

* Mail the Official Ballot to all accredited judges of The American Iris Society utilizing the mailing labels prepared by the AIS Membership Secretary and certified by the AIS Chairman of Judges.

By April 1

* Establish the tabulation mechanism (Le., regional tabulators or tabulation solely by the Awards Chairman)

April ~ May

* Coordinate the annual awards banquet of The American Iris Society.

May - early July

* Receive and tabulate the Official Ballot

Mid-July

* Complete the coordination of the tabulation of the Official Ballot.
* Notify the AIS President of the results of the voting.
* Distribute the results of the voting as appropriate.
* Send the list of official awards to the Editor of *The Bulletin.*

August

* Prepare and mail the award (AM and HM) certificates.

November (First full week-end)

* Attend the fall meeting of the AIS Board of Directors; present the Annual Report of the Awards Committee.