Organize the Committees
Support the Committee Leaders.
Ensure the timely publication of the Roster and information of applications and deadlines, forms, awards, news, and lists of the winners.
Follow the Policies
Plan for the Annual Award Dinner
Submit an annual Budget by Dec 15
Keep track of the past winners and Hall of Fame Trophies

**CALENDAR for use of the Over-All Chair**

**Fall:**
Appoint the Co-Chair of National Awards, with the approval of the President.
Be sure any changes in Policies approved at the Annual Meeting are sent to the DO
Appoint the selection Committee Leaders and work with them to set up their Committees. Submit the completed Roster to the membership.
Submit timely news about the winners.
Submit the Awards budget to the ACPS Treasurer by December 15.
Keep track of the winners and Hall of Fame Trophies
Submit a reminder of Achievement awards deadline

**Winter:**
Provide the Committee Leaders have the material they need.
Support the Achievement Award Leader.
Submit timely material about the Awards program, Hall of Fame and Achievements.
Order ribbons and Keepers

**Spring**
Promote Hall of Fame awards, recruiting if necessary.
Support the Hall of Fame Committee Leaders.
Submit material on Scholarships.

**Summer**
Contact Crestwood award winner about selecting successor.
Solicit suggestions for Connemara of the Year and manage the choice.
Plan for the Annual Awards Banquet
    Arrange for shipping of Hall of Fame Trophies and any necessary engraving
Plan who will make the presentation
Have Booklet printed (if meeting organizers want to pay for it)
Support Scholarship Leaders

Revision History

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<tr>
<td>10/2007</td>
<td>Approved</td>
<td>Pat Lightbody and Sally Oxnard</td>
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