

# Communication & Leadership Award

## Purpose of the Award

The purpose of the award is to honor a non-Toastmaster who has made substantial contributions in the areas of communications and leadership.

## Criteria of Award Recipients

Following are the criteria used for award recipient selection:

- Must be a resident of the geographical area covered by District 66
- Must be a non-Toastmaster, can be a former Toastmaster
- Should have distinguished himself/herself as a leader or spokesperson for a worthy cause or purpose, especially as it exemplified their communication and leadership skills
- Shall have made a significant contribution to the communities within the District. The impact of this contribution **must not be limited to one organization**, but must be community/district wide
- Should support Toastmasters organization
- This award may not be presented to a recipient a second time
- Must be able to personally accept the award and give an acceptance address at either the District 66 Spring or Fall Conference
- Must be a skilled communicator/speaker

A person who has become a public official, a business leader, an academic leader, or who is successful in other fields of endeavor would be an excellent nominee.

## Award Recipient Selection Process

1. Any District 66 Toastmaster in good standing may submit a nomination for the award. Only nominations submitted by Toastmasters in District 66 will be considered.
2. Nominations must be made in writing on the Nomination Form, or a similar format, providing reasons why the nominee should be considered for the award.
3. Nominations must be submitted to the Communication & Leadership Award Chair by the published nominations due date.
4. The Communication & Leadership Award Chair will present all submittals to District Executive Committee after the nomination due date.
5. The District Executive Committee will consider all nominations submitted by Toastmasters in District 66 by the due date.
6. The District Executive Committee will decide which nominee, if any, is worthy of the award a minimum of 30 days before the conference. The decision will be

made by a majority vote of the District Executive Committee at which a quorum is present. This vote may be performed via email.

7. If a majority of the District Executive Committee feels that no nominations merit the award, then no award will be made.
8. If an award is to be given, the District 66 Director will contact the recipient, tell him/her that he/she has been chosen to receive the award, advise the recipient that he/she must make an acceptance address at the Spring or Fall Conference as a condition of receiving the award, and advise of all other pertinent details. The lunch on Saturday of the Spring or Fall Conference is the preferred time for the award. However, the award recipient and the Conference Chair may mutually agree upon another time during the conference.
9. If the chosen recipient cannot make an acceptance address or cannot personally accept the award or chooses not to accept the award, then the District 66 Director will advise the District Executive Committee and they may choose to select another recipient for the award. If another recipient is chosen, then the District 66 Director will contact that individual in accordance with Step #8 above.
10. On or about the award announcement date, the District 66 Director will announce the award recipient or announce that there will not be an award.

### **Nomination**

Any Toastmaster may nominate a recipient. If you wish to nominate more than one person, please submit separate entries for each individual. The Nomination Form, along with any supplemental information should be sent to the Communication and Leadership Award Chair at [claward@district66.org](mailto:claward@district66.org).

### **Selection**

Selection of the recipient for the Communication and Leadership award is made by District Executive Committee. Selection is contingent upon the recipient's confirmed attendance for the award presentation.

### **Presentation**

The Communication and Leadership award will be presented at the District 66 Fall Conference at the Date, Time, and Location.

### **Timing and Form of the Award**

The District 66 Communication & Leadership Award, if made for the year, is given at the Spring or Fall Conference, usually at lunch, at which time the recipient gives an appropriate address.

The award is given in the form of a plaque, purchased by District 66 from Toastmasters International, and appropriately engraved with the recipient's name, year of the award, name of award, and other pertinent information.

**Specifics of the Award Process for Fall 2016**

Communication & Leadership Award Chair: Joan Bowling

Send nomination forms and questions about the process to:

**Nomination Chair – Joan Bowling**

Email: [claward@district66.org](mailto:claward@district66.org)

Address: 10324 Maremont Drive, Richmond, VA 23238

Nominations Deadline: Nominations must received by September 30, 2016

Award Announcement Date: October 8, 2016

Award Presentation Date: November 19, 2016

Fall Conference Location: Four Points Sheraton, 4700 S Laburnum, Richmond, VA

## Nomination Form

### District 66 Communication & Leadership Award

If you are a Toastmaster in District 66 and you know of a person who merits this award and meets the criteria, you may submit a nomination form. Complete the form below and submit it to the Communication & Leadership Award Chair by the nominations due date. The District 66 Executive Committee will consider all nominations; however, the award will not be presented unless the committee feels that the high standards of the award have been met.

#### Nominee Information

Name: \_\_\_\_\_

Company or  
Business affiliation: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Please provide up to one page of information about the nominee that explains why you believe that he/she is a worthy candidate for the award. Include specifics about what the individual has accomplished and why you feel that they merit the District 66 Communication & Leadership Award. Please do not exceed one page for this explanation.

#### Information on Person Submitting Nomination

Name: \_\_\_\_\_

Club Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Please make all nominations by September 30, 2016.