



## **Chaplain of the Year Award**

At the Council of Administration meeting held on Sunday, 23 January 2011 in Gettysburg, approval was given to present a Chaplain of the Year Award. The following criteria will constitute the basis for nominations, and also a proposed procedure and timeline to receive nominations for this award.

### **Chaplain of the Year Criteria**

1. Performance of Duties:
  - A. Exemplary conduct of normal duties: e.g., attendance, dependability, punctuality, timely submission of Chaplain's Reports, etc.
  - B. Exemplary performance above and beyond the normal expectations of the position and duties.
2. Personal attitude which is positive and professional in all contacts with others and which represents the VFW and Post in the best possible way.
3. Commitment to the ministry and duties of the Chaplain, as reflected by service to comrades and their families and responsiveness to needs.
4. A member of the VFW in good standing with the Post, District, and Department.

### **Review Committee Composition and Instructions**

1. A committee assembled by the State Chaplain will review nominations for the award and recommend a recipient.
2. The committee shall include:
  - A. The State Chaplain
  - B. The Past State Chaplain and Past National Chaplain, Rev. Ted Bowers
  - C. The most recent past recipient of the Chaplain of the Year Award.
3. Instructions to the Committee
  - A. The committee shall follow procedures and criteria as outlined in this document. However, if no candidates are nominated or judged by the committee to meet the criteria for Chaplain of the Year, the committee shall not recommend a recipient.
  - B. All proceedings of the committee must be kept strictly confidential.
  - C. The State Chaplain will review with the Department Commander the recommendation for Chaplain of the Year prior to announcing the award recipient.

## **Procedure**

The following procedure is recommended for receiving and reviewing nominations:

1. The State Chaplain shall solicit nominations from District and Post Commanders beginning at the Mid-Winter Conference in January.
2. All nominations should be submitted to the State Chaplain by April 1.
3. A nomination shall address the above criteria and shall not exceed two type written pages.
4. The committee shall review each nomination according to the selected criteria and recommend a recipient by April 15<sup>th</sup>.
5. The State Chaplain will review the Committee's recommendation for Chaplain of the Year with the Department Commander by April 30<sup>th</sup>.
6. The State Chaplain will notify the recipient of the nomination and request attendance at the Annual State Convention in June to receive the award.
7. The Chaplain of the Year Award will be presented at the Annual State Convention.

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