

Denise and Jack and Denise Smith Community Enrichment Award Guidelines

1. The Jack and Denise Smith Community Enrichment Award honors an individual who has enriched the community of Los Angeles by their dedicated service and accomplishments.
2. Current Jack and Denise Smith Community Enrichment Award Committee members are not eligible to be nominated for or receive the award.
3. The following information must be submitted to the award committee:
 - a. A completed nomination form.
4. Members of the Jack and Denise Smith Community Enrichment Award Committee may nominate individuals who meet the criteria for consideration.
5. The Award Committee Members shall:
 - a. Be appointed by the President for a three-year term.
 - b. Have terms that are staggered in a three-year cycle. Each year a new committee member will be appointed. In case of an incomplete term of service, an appointment will be made to complete the term of service
6. The Award Committee Chair shall:
 - a. Ideally have at least one-year experience on the particular committee prior to taking over the position of chair.
 - b. Be responsible in overseeing the work of the committee, including receipt and distribution of nomination forms to committee members, timely determination of award recipient(s), and notification of the decision to the nominee selected as well as the Executive Director.
 - c. Present, or appoint someone to present, the award to the winner at the annual conference
 - d. Make a summary report to the Board of Directors at the annual meeting.
7. Each member of the committee shall review and rate each nomination. From their individual ratings, committee members shall reach a consensus on the recipient(s).
8. The Committee shall use the following criteria in selecting recipients:
 - a. The promotion of historical awareness in Southern California through service.
 - b. The promotion of historical awareness in Southern California through accomplishments.
 - c. The sustained promotion of historical awareness in Southern California over time.
9. The award will be subject to funding availability and the pool of nominees.
10. The award recipient(s) shall be announced at the annual meeting.