



Native Sons and Daughters of Greater Kansas City
(NSDKC)
Awards Committee
POLICIES, PRACTICES AND PROCEDURES

❖ **Purpose**

The purpose of the Awards Committee is to facilitate the recognition of contributions to the Native Sons and Daughters of Greater Kansas City organization by its members. It is the goal of the Awards Committee to seek nominees worthy of recognition for contributions and/or achievements bringing honor and/or enrichment to this organization which is dedicated to the recognition, preservation and restoration of greater Kansas City's unique heritage.

Awards are granted in the following categories for distinguished service:

- Lee I Pickering Award for Excellence
- George E Hicks Award for Perseverance
- Special Recognition Award(s)

Certificates of Appreciation/Recognition:

- All Executive Board Members each year
- All Community Service Committee Chairs each year
- Special Recognition Certificate(s)

❖ **General Overview**

All internal awards and recognition shall be passed through and managed by the Awards committee. The Awards Committee solicits and evaluates nominations for the organizations internal awards and recognitions. The committee ensures that the nominations meet all criteria and determines the nominees fit for the proposed award/recognition. The committee chair presents the recommendations and comments to the President for final approval.

The Awards committee shall consist of a Chair appointed by the President; the Chair of the Awards Committee will further select committee members comprised of no fewer than five (5) members.

The committee will publish the guidelines and criteria for Awards/ Recognition in the monthly newsletter and NSDKC Web site. Also included shall be the nomination form and deadline date for the submission of nomination forms to the committee chair.

All awards and recognition will be made during the end of year Holiday Brunch program

In addition, the Awards Committee shall prepare certificates of appreciation for all current year's committee chairs and board members, which show the members name, committee and the year of service to the organization for distribution to the members at the annual Holiday Brunch.

❖ Meetings

The Committee shall meet as often as needed to facilitate their entrusted tasks. Additionally, the committee shall be gathered at any other time as requested by the Committee Chair or Executive Board to review awards business.

❖ Responsibilities of the Chair

The Chair is responsible for:

1. Becoming the President/Board's representative for awards and recognition in order to ensure a consistent and cohesive awards program for the organization.
2. Keeping abreast of the awards process throughout the year via copies of the Executive Committee minutes and consultation with the President.
3. Communicate the award criteria and selection process to committee members
4. Ensure distribution of copies of nominations to Committee members
5. Providing leadership to the Committee and assisting the discussions of nominees and selection of award recipient
6. Inform the President of the award committee recommendations, maintaining confidentiality of the selections
7. Write the citation and convey the recipient's name and citation text for preparing the certificate/plaque
8. Convening Committee meetings and designating the times(s) and frequency of those meetings. Ensuring a quorum is present when required.
9. Ensuring Committee meetings are conducted in an efficient, effective and focused manner
10. Ensuring the Committee has sufficient information to permit it to properly make decisions when decisions are required
11. Arranging the process by which nominations can be made
12. Working with the Executive Board to ensure the award process is properly funded.
13. Upon approval by the President the Chair will ensure the proper preparation of awards / certificates for distribution during the end of year Holiday Brunch program
14. Chair will ensure all awards/certificates are properly disseminated to recipients if they are not present during the awards program.
15. For reference, maintain documentation that might be useful to a successor.
16. Perform award/recognition specific tasks assigned by the President.

❖ Responsibilities of the Committee

The Committee is responsible for:

1. Overseeing the review process and dealing with any disputes for each award
2. Making enquiries to satisfy itself on the appropriateness of the nominations and doing the research necessary to validate the nominations
3. Reviewing criteria for the awards on a regular basis and suggesting revisions to the Board when appropriate
4. Reviewing needs and making recommendations to the Board regarding the establishment of new awards when appropriate
5. Proper financial management of the awards through the provision of a report to the Board. This report shall include the submission of requests for funding of the awards to be considered by the Treasurer and the Board.

6. Work with the chair to adhere to the selection timeline
7. Participate fairly and openly in the selection deliberations
8. Provide thoughtful and realistic review of the award nominations.
9. A consensus is reached for each award by a simple majority of the Committee membership's vote.

❖ Purpose and History

The following history is designed to offer guidance by providing the understanding and benchmark for the attributes and qualities being honored with the distinction of such award.

- **Lee I. Pickering Award of Excellence** – this award will recognize a member that exemplifies the contributions of excellence by Lee I. Pickering through his dedicated efforts to comprehensive detailed work and insistence that everything that could be done was done and was documented. That all parties did the very best work they could do. If he felt like it was not enough he was gentle in his pushing to see that all was done in a timely fashion.

As the Native Sons liaison to the Alexander Major's project during 2006, Lee's main goal was to ensure that the Alexander Major's house and property would become a working educational center and a tool to inspire and educate people about their roots and heritage. Lee knew it was not the house itself that was important but, what it stood for.

Lee was able to work with difficult people while keeping them and other parties focused on the Alexander Major's education center project outcome. To that end, all of the work Lee did culminated in a large notebook. Lee gathered, organized and compiled detailed records of what was done, the why, when, where and who of any meeting or phone conversation. He always adhered to a plan of work which was written in guideline fashion. Lee kept in mind what the outcome for this work would be. He saw these guidelines as a template for other project managers. Additionally, Lee mentored several individuals through the process he was following. If the template was followed it would help keep other projects focused on the mission of historic preservation. Lee demonstrated and promoted an analytic approach to all projects he was involved in. He was dogged and diligent in his research. He brought clarity to the issue and the work that needed to be done. Lee was enthusiastic and determined.

The Alexander Major's Historic House & Museum now partnered with The John Wornall House Museum and staff; providing the education and inspiration envisioned by Lee Pickering.

Lee Pickering is the benchmark of EXCELLENCE as demonstrated by his comprehensive, detailed and thoroughly documented efforts.

- **George E. Hicks Award for Perseverance** – this award will recognize a member that exemplifies the perseverance of George E Hicks as demonstrated by his unshakeable commitment to the preservation of the Daniel Morgan Boone burial plot (Boone-Hays cemetery) and the development of a city park in the surrounding ground further protecting the heritage of this important pioneer.

In a unique partnership between the Native Sons of Greater Kansas City and the Kansas City Parks and Recreation Department, George was the impelling cause in a Boone-Hayes Park project

George's efforts on this one project alone span beyond a twelve year period fraught with bureaucracy, legal detail and problematic people and situations. He became the driving force in efforts to protect and maintain the cemetery while simultaneously acquiring the nearly 15 acre site, raising money and coordinating a purchase from the Land Trust of Jackson County plus two additional properties before being entrusted to the Parks and Recreation Department for development.

The park will become an important permanent recognition for a man considered by some as the first, or one of the first, of the American frontiersmen to explore and settle in what is now Missouri, and as a man who played a major role in Missouri's early frontier and statehood history. For Kansas City, the park represents a key link in the city's outstanding heritage, connecting back to an important son of one of America's most popular legendary figures, as well as to one of the first American families to settle in what is now Kansas City.

George E Hicks is the benchmark of PERSEVERANCE as demonstrated by his twelve year ongoing unshakable commitment and follow-through.

❖ Selection Criteria and Guidelines

The awards shall be given on an annual basis if, in the opinion of the Awards Committee, an eligible and worthy nominee is found. The Awards Committee shall have the option of not giving an award for any given year.

- **Guidelines for Pickering & Hicks Awards:** For each award the candidates shall be a member in good stands for five consecutive years. The committee shall select only one recipient for each award per year. If there is not a candidate that meets the award criteria, the award shall not be presented that year.
 - **Lee I. Pickering Award of Excellence** – this award will recognize a member that has demonstrated excellence in performance of their duties, commitment to a project, extraordinary detail and quality in the delivery of the project and information required to complete the project. Assisted others in the completion and mentor them through the conclusion of the project.
 - **George E. Hicks Award for Perseverance** – this award will recognize a member that has demonstrated a commitment to a project when all others had given up. They were able to bear the difficulties calmly and without complaint. They demonstrated hard work, patience, and endurance. They try again and again until the project was completed.
- **Special Recognition Award** – this award will recognize an individual that has provided outstanding commitment, leadership, coordination or resources to further the mission of the organization which is dedicated to the recognition, preservation and restoration of greater Kansas City's unique heritage.

➤ **Certificates of appreciation:**

- Executive Board Members when leaving a position on the board OR when recommended by the President/Advisory/Executive Committee.
- All Community Service Committee Chairs each year
- Special Recognition Certificate(s)

Certificates will be presented as determined by the recommendation of the committee and approval of the President.

Types of Questions to be considered during the selection process for awards

1. *Did the nominee's contribution improve the organization?*
2. *If a specific project is referenced, what was the scope and impact of the project and what special circumstances had to be overcome to complete it?*
3. *How did productivity or efficiency in the organization improve as a result of this nominee's contribution?*
4. *In what specific ways did this nominee's contribution or performance exceed the anticipated expectations?*
5. *How did this specific project / performance benefit NSDKC?*
6. *How did this individual demonstrate their commitment to continuing the purpose and objectives of the organization?*
7. *What significant contribution or outstanding service did this individual perform to benefit NSDKC?*
8. *How did the individual demonstrate excellence in keeping with Lee I Pickering standards?*
9. *How did the individual demonstrate perseverance in keeping with George E Hicks standards?*

❖ **Nomination Process**

Nominations shall be accepted on the Organizations nomination forms. Nominators bear responsibility for completing all the paperwork. NSDKC will not accept nominations from relatives nor self-nominations. This is a peer nomination only.

The awards are open to all members that meet the criteria. Nominees must be living at the time of their nomination. Nomination submissions will be invited by October 1st of the current year and will be closed by the day before Thanksgiving of the current year. . Nominations may be made by any member of the organization. Prior nomination does not exclude a nominee from consideration in subsequent years. Eligible nominations shall be based on appropriate nomination form as requested by the Award Committee.

Special recognition may be recommended by the President, the Advisory Committee or the Executive Committee. In these situations, a Recommendation Form is to be completed and submitted to the Awards/Recognition Committee for review.

❖ Form and presentation of Awards

The awards consist of:

- Lee Pickering Award - plaque
- George E Hicks Award – plaque
- Special Award– plaque
- Board Members – certificate of appreciation
- Organization Committee Chairs – certificate of appreciation
- Special Recognition – certificate of appreciation

All awards and recognition shall be presented at the Annual Holiday Brunch program. The awards will be presented by the President or the designee. The award recipient(s) will be allowed time to acknowledge receipt of their award. Certificates of Appreciation for Board and Committee chairs will be read aloud and acknowledged as a group – no individual response is necessary.

❖ Submitting Award Nominations

Nominations should be submitted on the Nomination Form that includes the following information:

- Nominators name, address and phone number
- Nominee’s name, address, a summary of the action(s) that form the basis for the nomination, not to exceed two pages.

Special recognition may be recommended by the President, the Advisory Committee or the Executive Committee. In these situations a Recommendation Form is to be completed.

❖ Award / Certificate Design

All awards and certificates should maintain a consistency over the years to facilitate the distinction and recognition of the award/certificate.

Award design:

Clear Lucite Brick award currently being produced by All Star Trophy.

The front of the Award presents the NSDKC logo, identifies the Award being given, the recipient’s name and the date it will be presented. The back holds an inscription identifying the reason this individual is receiving such award/recognition.

In order to maintain the honor, distinction and accomplishments of the award it is requested the honorees name only be used without the addition of specific education, civic or occupation titles.

Certificate design:

The chosen certificate design and format should remain constant in order to ensure a consistent and cohesive awards program for the organization.

❖ After Action

Within one month following the annual awards presentations the Awards Chair and committee members will review the past year’s process and make suggested changes (if any) to the Awards SOP’s. The Awards Chair will provide comments and suggested changes (if any) to the new President by the February monthly meeting of the Executive board for consideration and action.