

## **Job Duties and Responsibilities**

### **Chair of the Hall of Fame Committee**

#### **Overview**

The overall role of the Chair is to ensure that Hall of Fame committee members are well prepared for the meetings and the meetings proceed in an efficient and effective manner. In addition, the Chair ensures the SDAD Board is informed of the Committee activities. The Hall of Fame Committee's main responsibility is to identify potential candidates for SDAD Hall of Fame inductees and conduct a formal induction ceremony.

#### **Duties and Responsibilities**

Oversee the Hall of Fame (HOF) activities, including:

- Research on potential candidates
  - Screening of nominations
  - Casting ballots on nominations
  - Conducting a formal induction ceremony
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- Submit a list of nominees to the SDAD Board prior to the January regular meeting, held during the odd-numbered year.
  - Notify the HOF selected inductees before or on March 1<sup>st</sup> of the odd-numbered year.
  - Maintain files on all nominations and supporting materials on a permanent basis, including photographs and citations.
  - Plan and coordinate the formal induction ceremony, including preparation of speeches, presentation, awards, program book, and food.
  - Work closely with the SDAD President and Conference Chair to plan the induction ceremony.
  - Do fundraising to help support the HOF operations.
  - Appoint 6 members to serve on the HOF Committee and obtain approval from the Board in the fall of the odd-numbered year. The members will serve for a term of 5 years.
  - Submit a narrative report of the committee activities to the President on a quarterly basis.
  - Be present at the Board meetings and the association's biennial conference.