**EASTERN REGION TAI MEMBERSHIP CHAIR OF THE YEAR AWARD**

The **Eastern Region Tuskegee Airmen, Inc. (TAI) Membership Chair of the Year Award** is presented to the Top Membership Chair in the Eastern Region. The Membership Chair must (1) have demonstrated leadership skills in the Membership Chair position, (2) be expertly familiar with the processing of TAI’s Form 2 (Membership Application), Form 2A (Membership Renewal Transmittal Application) and Form 7 (Lonely Eagle Report) documents and (3) have developed a formal or informal Membership Growth Plan. The Chapter Membership Chair/Leader is an individual of the highest caliber, one who not only has been a faithful and model member but has also been one who has gone above and beyond the ordinary dues-paying obligations and actively participated in the Chapter’s growth and in continuing the proud legacy of the Tuskegee Airmen. The CY2021 Award period for bulletized submissions to be evaluated is **1 July 2019 – 30 June 2021**.

**Total Possible Points for the ER TAI Membership Chair of the Year Award: 100 points**. The recipient of this Award will be announced and honored during the Annual ER TAI Caucus Meeting or during a virtual/teleconference meeting when a face-to-face presentation is not possible. In the latter case, the Award will be mailed to the Winner’s home address or the Chapter President’s. The name of the Winner will also be engraved on a Commemorative Plaque which will be displayed in the Tuskegee Airmen Office, Tuskegee, Alabama. Lastly, all submissions must be received and/or postmarked no later than 30 June 2021.

**Nomination criteria:**

To be eligible, the candidate must have actively led as the Chapter’s Membership Chair for 2-years or more. All nominations must be received by June 30 of each year. Nominations are acceptable via Chapter Members in Good Financial Standing. Self-nominations are NOT Acceptable. Packets submitted must reflect 2-signatures (and TAIN) of Chapter Members in Good Financial Standing on the attached Cover Letter. [Note: maximum 2-3 pages]

**Submittal Requirements:**

**Judging Criteria (100 Points): Leadership (40)/Management (25)/Administration (25)/Collaboration (10)**

Nominee:

* reviewed, received, forwarded and/or processed at least 10-TAI Form 2, 2A and/or 7 documents to the National TAI Office in a 2-year period.
* maintained and provided a full and up-to-date Chapter Membership Roster to Chapter Officers, as a minimum, and Committee Leaders and Chapter Members as necessary.
* have coordinated on the review of the Chapter’s By-Laws within the past 2-years.
* participated in and/or completed a non-profit certification or other degreed program in past 2-years.
* developed a formal or informal Membership Growth Goal and achieved it and/or grew the Membership by at least 5-Renewing Members, 10-New Members OR 5-New Life Members.

Nomination packets must include the following (*note: all totaled, 2-3 pages and photo*):

* One bulletized synopsis page of the Chapter Membership Chair’s/Leader’s active role, responsibilities and significant accomplishments to grow the Chapter’s Membership for a 2-year period.
* Nomination Cover Letter (see attached fillable .pdf page), with Signatures (and TAIN) of two (2) Chapter Members about the Nominee who are and have been Members in Good Financial Standing of the Chapter for the past five (5) or more years.
* One 5x8 photograph of the nominated person (preferably digital so if smaller, then it can be enlarged)

Please submit ER TAI Membership Chair of the Year Award Nominees to Magwood34@GMail.Com and TJaySpann1@GMail.Com. No printed copy needs to be mailed in.