

**IDAHO ASSOCIATION OF HEALTH UNDERWRITERS  
POLICY & PROCEDURES**

POLICY TITLE: IAHU Chapter of the Year Award Committee & Process  
CLASSIFICATION: Award  
POLICY NUMBER: 11-01C  
MOTION: Tara Tandrow  
SECONDED: David Munger  
DATE APPROVED: September 2015  
SUNSET DATE: 2018

**PURPOSE:** To establish a committee & guidelines to ensure the ongoing continuity and quality of the Chapter of the Year Award.

**POLICY:** The IAHU Chapter of the Year Award is presented annually to honor the top local chapter for outstanding achievements and excellence in service to their members, the industry and the public.

**PROCEDURE:**

1. The IAHU Chapter of the Year Award committee members shall include; the President, President-elect, Secretary, Immediate Past President and Awards chair. The committee's chair shall be the Awards chair. In addition the IAHU Executive Assistant shall be a non-voting member.
2. The Awards chair will distribute IAHU Chapter of the Year Award application to all local Presidents and the beginning of the new leadership year via email and post it on the IAHU website. The application will include appropriate criteria and other details about the Award including the submission deadline date, received by April 5<sup>th</sup>.
3. The Committee shall meet to review the submitted applications and determine the top local chapter prior to April 10, and shall present the Award at the Annual Awards Banquet in April.
4. The Association will publicize the Award winning chapter's accomplishments, local board photograph and other details in the June issue of the IAHU newsletter. The Association shall distribute press releases the day after the Award Banquet to the Award winning chapter's local press and other appropriate media.

**FINANCIAL IMPACT:** Financial implications of this policy shall be part of the annual budget and shall be considered by the Association when determining the budget for approval by the Board.

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Date

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Attested by Secretary