

## MEMBERS OF THE YEAR

### PRE-PLANNING

1. The selection committee for the Members of the Year consists of the three members that received the award the previous year.
2. As a committee of three, meet to select three Members of the Year by May.
3. Consider how they have served the Society over the years.
4. A letter is written to each person telling them they have been selected. They need to send a photo of themselves and write a paragraph which may include educational background, hobbies and interests, organizations they support, family information and areas of contribution to the Society.
5. This info needs to be completed by July 1<sup>st</sup> and ready for the Yearbook – published in August.
6. Work with the President of the Society and determine the best month to honor these members.
7. The Honoree may have one guest seated at the head table with them. (the Society pays for Honoree and guest)
8. An article should be written by the committee for the News of Note and submitted with a picture the month prior to the luncheon being held.
9. Special Invitations are sent to all Honorees.
10. A new name badge is ordered. Contact Membership Committee for this.
11. The honorees receive a rose and small box of chocolates or special candies at the recognition luncheon.

### HEAD TABLE

A name card is placed at each seat

A small box of chocolates is given to each Honoree at their place setting.

At the presentation a Society Member with working knowledge of an Honoree is called up to say a few words about the Honoree.

## SAMPLE AGENDA OF EVENTS

Welcome – Introduce head table

Brief history of why Society Members are honored and how they are selected

Name last year's honorees

Introduce each new honoree and the presenter – give new name tag and rose

Concluding remarks

Plan to have a picture taken

It is up to the discretion of the committee how you want to plan this event. There have been variations over the years.