

OUTSTANDING SERVICE AWARD COMMITTEE

Job Description

Revised 11-13-25

A. Award Description

1. This annual award was created in 1999 to recognize the long-term service of individuals who have made outstanding contributions to The Villages Women's 18-Hole Golf Association.

B. Committee Selection

1. In September, the Captain of the Association will select three individuals, preferably past Outstanding Service Award winners, to make up the Committee.
 - a. The previous years Committee Chair or any member of the previous Committee, can be contacted as a consultant regarding the selection process or awards presentation speech.
2. The Committee will select the person(s) receiving the award.

C. Process

1. The Captain will email the Outstanding Service Award Nomination form to the Membership in September.
2. The nominations must be returned to the Committee by early November or a minimum of three weeks prior to the December Installation Luncheon.
3. The Committee will meet soon after the deadline to review the nominations and select the winner(s).
 - a. The selection is not based on a popularity vote but how well the candidate meets the selection criteria.
 - b. The nominee does not have to be a current or past Captain. It can be any member meeting the selection criteria noted in item D below.
4. The Committee will notify the Captain once the selection has been made.
5. The Committee or the Captain will notify the Awards Chair providing her with the name(s) of the recipients to be engraved on the individual plaques(s).
6. The selection must be kept CONFIDENTIAL until the awards presentation in December.

OUTSTANDING SERVICE AWARD COMMITTEE

Job Description

Revised 11-13-25

D. Award Selection Criteria

1. Outstanding long-term service for the Association
2. Specific incidents of commendable and extraordinary service
3. Inspirational qualities
4. Unusual dedication
5. Positive attitude
6. Sportsmanship
7. Perseverance
8. Exceptional leadership skills
9. Dedication to improving the organization
10. Encourages others to be team players

E. General Duties

1. The committee will select one of its own to put together an award presentation to announce the winner(s) of this prestigious award.
2. The award will be announced at the annual Holiday Installation and Awards Luncheon.
3. Update this Job Description, as needed.