

## **Branch of the Year Nominations Sought**

Nominations for the Branch of the Year Award will be accepted from any COA member in good standing. The most likely sources of nominations will be individuals most knowledgeable of branch activities, e.g. COA Board liaisons, branch officers and agency managers. All nominations must be transmitted in writing to Teresa Hayden, Director of Administration, by e-mail at [thayden@coausphs.org](mailto:thayden@coausphs.org). Each shall consist of a transmittal letter that summarizes the basis for the nomination and such additional material as is required to support the nomination. The supporting material should reflect activities and accomplishments that are considered deserving of special recognition, (e.g. notable community or facility-based projects, unusual efforts to inform and encourage branch member participation, successful interactions with other branches, and effective advocacy for commissioned officer interests, etc.).

### Selection Determinants and Weighting

The Awards Committee will consider all material provided with the nomination transmittal letter. The Committee will pay special attention to the size of the branch relative to its accomplishments. The Committee will give additional weight to accomplishments of branches that have been in existence five years or less.

In considering the merits of the respective nominees, the Awards Committee will give about 50% weighting to a global assessment of Branch esprit, enthusiasm, and the relative impact of Branch activities/accomplishments as described in the nomination. Examples are: notable community or facility-based projects, successful interfaces with other Branches, effective local and/or national advocacy for commissioned officer interests. Note that the emphasis should be on activities that are completed or substantially underway, rather than planned future activities. Special consideration will be given to Branches that have improved dramatically over past years.

In addition, the Awards Committee will give about 50% weighting cumulatively to the following factors:

- 1.\* The percentage of officers in the local area who are COA members.
2. The frequency of Branch meetings. This may include other than face-to-face meetings with adequate description.
3. The degree of participation and scope of topics presented at general meetings of the Branch.
- 4.\* The extent to which the national COA Office has received positive and/or negative feedback on Branch activities from members or others.
- 5.\* The responsiveness of Branch officers/members to requests for information, administrative documentation, proxy selection, etc. as requested by the national COA Office or the Board of Directors.

6. The extent to which the Branch participates in the Meeting of the Assembly (e.g. presenting resolutions, participating on committees).

\* This information is available from the COA National Office.

***To ensure consideration, nominations must be received by April 15, 2010.***