

TSGNA POINTS COMMITTEE'S COMMISSION

1. The *Points Committee* is composed of a Chairperson and at least one (1) voting member from each division.
 - The Chairperson is appointed annually by the President.
 - The Chairperson reports to the assigned Division Director.
 - Committee members are selected by the Chairperson.
2. The *Points Committee* Chairperson will submit written reports, on or before the due date, with the requested number of copies, as follows:
 - November 15th
 - A committee report, outlining the goals for the year, should be submitted to the assigned Division Director. This report should also contain the names, addresses and phone / fax numbers of the committee members and the purpose of the committee, and a copy should be sent to committee members.
 - December 1st
 - A report summarizing progress and activities to the assigned Division Director. (Copy to committee members.)
 - April 1st
 - A report summarizing progress and activities to the assigned Division Director. (Copy to committee members.)
 - September 1st
 - A year-end report summarizing progress (especially achievement of defined goals) and activities to assigned Division Director. (Copy to committee members.)
 - Reports as requested for the *TSGNA Newsletter*.
 - Other reports as requested.
3. Delegate duties to committee members, and request assistance from the Division Director, as indicated.
4. Facilitate implementation of goals.

5. Receive reports of points activity from TSGNA members (Refer to the *TSGNA Policy for Points System*):

- Obtain supporting documentation (if indicated)
- Verify that totals are correct (double check addition)
- Verify that activity occurred from July1-June30

6. The Division Director will announce the winner(s) of the scholarship(s) at the Annual TSGNA Business Meeting.

7. Make recommendations for revisions to the point system, as deemed appropriate.

8. Monitor completion of goals.