

Associate of the Year Criteria

1. Entries must be typewritten or printed on 8 1/2" by 11" plain white paper not more than six (6) pages plus the cover letter from the Local HBA.
2. Cover letter must be certified by both the President and the Executive Officer or Elected Secretary.
3. Only one (1) entry will be accepted from each Local HBA.
4. Deadline: Entries must be submitted via hand delivery or mailed to the HBAT State office, received no later than September 8. The envelope containing the submission must be clearly marked "Associate of the Year" and will be delivered to the Associate of the Year Committee Chairman by the HBAT Administrative Director.
5. Ten (10) copies of each entry must be submitted.
6. Entries for local HBAs which are delinquent in payment of HBAT dues and/or other account sixty (60) days prior to the selection date will be disqualified.
7. Members of the Associate of the Year selection committee shall consist of a HBAT Senior Officer (HBAT Vice President/Treasurer), Past TAC Chairman, previous Past TAC Chairman, previous year Associate of the Year, TAC Secretary/Treasurer. In the event that the immediate past chair is unable to serve on the selection committee, the next available past chair will serve on the selection committee.
8. HBAT staff will tally the points and the candidate with the most points will be the Associate of the Year and will be recognized at the HBA
9. Each candidate must be an Associate member of their local HBA and their Local HBA must have been organized prior to August of the preceding year.
10. TAC past leadership and all past associates are eligible.
11. Full arrangements for the awards presentation will be completed by the HBAT Staff, presentation will be made at the Awards Banquet. The HBAT Staff will have the plaque selected (needing only to have the winner's name engraved) for presentation at the Awards Banquet.
12. If any exhibits are submitted with the entry, they must be relevant. They should be on or attached to sheets of standard white paper 8 1/2" by 11" in size.
13. Two black and white photographs no smaller than 5" X 7" of the candidate must accompany the entry.

14. Each candidate must meet all membership requirements and standards of the local, state and national HBAs and shall be a member in good standing with all levels of the membership.
15. None of these criteria shall be construed as to prohibit any Local Association (so desiring) from resubmitting the same candidate in subsequent years.
16. The HBAT Associate Vice President and/or HBAT Staff both shall be given the Evaluation forms of each Candidate and will add the scores of each form to determine the winner. Upon determining the winner the Associate Vice President and/or HBAT Staff shall keep the name of the winner secret until the award is made.
17. Winning candidate is automatically nominated to National Associate of the Year.

Evaluation will be based on the following points:

	Maximum Points
1. <u>State Association Participation:</u>	
Contribution to HBAT through participation in promotional events, attendance of meetings, committee membership, participation and attitude.	(30)
2. <u>Local Association Participation:</u>	
Contribution to the Local HBA through participation in promotional events, attendance at general and board meetings, committee membership participation.	(50)
3. <u>NAHB Participation:</u>	
Attendance at meetings representing HBAT or local HBA, service on national committees or as an officer.	(20)
4. <u>Membership Activities:</u>	
Involvement based on spike credits, participation in membership activities.	(40)
5. <u>Reputation:</u>	
Professional reputation with local builder and associate members.	(15)
6. <u>Other</u>	
Participation in community affairs, charitable activities, civic and service clubs, and political action involved.	(30)