



## Annual Award Notice – Associate

**TO:** Local Executive Officers and/or Elected Secretaries, HBAT Area Vice Presidents and HBAT Executive Committee

**RE:** HBAT Associate of the Year

Enclosed are the [Associate of the Year](#) criteria. Your nominee's information will be discussed by the Past Associates Leadership Committee, and they will select a recipient. The award will be presented during the Fall Annual Meeting.

**The deadline for entries is August 1st.** All entries must be received at the HBAT office by 5:00 pm on that date. Electronic entries are encouraged.

This award is open for any HBA Associate member in the State of Tennessee, every year. Please take the time to submit an entry. We have a great number of talented and dedicated members that deserve to be recognized by their peers.

We encourage each local association to submit a nomination every year.

### Associate of the Year

What the Nominations Committee wants to know...

**State Association Participation:**

Contribution to HBAT through participation in promotional events, membership recruitment, establishing new local HBA's attendance at meetings, chairmanship or membership on committees, service as an officer, etc.

**Statewide Civic and Housing Industry Participation:**

Statewide efforts to improve the housing industry in Tennessee.

**Local Association Participation:**

Contributions to Local HBA through participation in promotional events attendance at meetings, membership recruitment, committee participation, committee chairmanship, service as an officer, moral and ethical support.

**Local Civic and Community Affairs Participation:**

Church, school, civic, political, and youth activities.

**Contribution to the Housing Industry:**

Outstanding work within their own company to improve professionalism of home or apartment construction, standard of quality and design use provision of livable housing for their own community at a fair price, originality in development, success either in their own or company developments.

**NAHB Participation:**

Any attendance at meetings representing HBAT or Local HBA, service on national committee, work in special national meetings or promotions to improve the housing industry.

**Exceptional Service:**

Outstanding or exceptional service that goes above and beyond participation, attendance and involvement and would be considered "exceptional." (Local, NAHB or State Association level)

If you have any questions, please contact Charles Schneider at 615-777-1700.  
To submit your entry electronically, please email [CSchneider@hbat.org](mailto:CSchneider@hbat.org).

## **Selection Process**

1. The Past Associates Leadership Committee will select the Associate of the Year.
2. Each candidate must be an associate member of a Local HBA, their Local HBA must have been organized prior to August of the preceding year.
3. Each candidate must meet all membership requirements and standards of the local, state and national HBA's and shall be a member in good standing with all levels of membership.
4. The committee will consider entries, select the winner and certify his or her name to the HBA Staff and/or the Awards Committee Chairman during the Fall Board of Directors Meeting.
5. Each local association may submit as their current local Associate of the Year. Those associations not offering a local Associate of the Year award are encouraged to do so but may submit any worthy member of their choosing for consideration.
6. None of these criteria shall be construed to prohibit any local association (so desiring) from resubmitting the same candidate in subsequent years.
7. Entries will be scored and judged by the Past Associates Leadership Committee. If there are not at least four (4) Past Associate VPs in the committee meeting, either a conference call is arranged to total four (4) Past Associate VPs participating, or no action shall be taken. A conference call will then be scheduled as soon as possible that will include at least four (4) Past Associate VPs.
8. Upon determining the winner, the Past Associates Leadership Committee shall keep the winner's name a secret until the award is made.
9. The HBA Staff will keep all nominees confidential.

## **Application Format**

- Entries should be formatted letter sized (8.5" by 11") not more than six (6) pages plus cover letter from the Local HBA. Electronic versions are encouraged.
- **A cover letter must be signed by both the local President or elected Senior Officer, and the Executive Officer.**
- Only one (1) entry will be accepted from each Local HBA.
- **Deadline:** Entries must be submitted via US mail or emailed to the HBA State Office, **received no later than August 1st**. The envelope containing the submission must be clearly marked "Associate of the Year Entry" and will be delivered to the Committee Chairman by the HBA Staff.
- **Photography:** One photo of the candidate is required. Photos should be in a high-resolution digital format or if printed, at least a 5" X 7" of the candidate must accompany the entry for scanning. Additional photographs are encouraged.

Full arrangements for the awards presentation will be completed by the HBA Staff, presentation will be made at the Awards Banquet. The HBA Staff will have the plaque selected (needing only the winner's name engraved) for the presentation at the Installation and Awards Banquet.