

Estes Award Committee
Responsibilities of the Committee Chair

The Association may award the J. Worth Estes Prize to the author or coauthors of an article of outstanding scholarly merit in the history of pharmacology published during the two years preceding the award. The prize shall not be awarded more often than once a year. The person(s) to receive the award shall be selected by the Estes Prize Committee. (Bylaws, VIII.8)

- Convene the committee, typically by email.
- Review the existing call for submissions from the *Bulletin* and revise and update.
- Submit the revised call for submissions to the Secretary-Treasurer for posting.
- Review the guidelines for the award posted on the Association website.
- Review the reports of previous committees that are available from the Office of the Secretary-Treasurer.
- Establish a timeline and process for the deliberations of your committee.
- Typically the Chair of the committee has collected eligible articles to distribute to the committee.
- Choose the winner.
- Please notify the President and Secretary-Treasurer of the name, contact information and institution of the winner
- The Chair is responsible to contact the winner to deliver the good news.
- Please feel free to describe to the winner the following benefits of the award
 - A check for \$500 from the Estes Fund delivered traditionally at the annual awards banquet
 - A print from a manuscript of Dioscorides donated by the UCLA Biomedical Library that had been damaged in fashion that made this use appropriate. Accompanying the print is a small identifying plaque and an additional \$50 to defray the cost of framing.
 - Reimbursement from the Association for the cost of registration for the meeting and banquet
- Write a brief report for the Council of the activities of the committee. Forward the report to the Secretary-Treasurer electronically (aahm@kumc.edu) by March 15 for inclusion with materials provided to the Council prior to the annual meeting. The report should list committee's members, the final decisions on honorees and any recommendations for Council regarding the work or responsibilities of the committee. Do not include comments on the deliberations of the committee unless they bear on the recommendations. Information about the deliberations will be edited out from the report before publication of the formal minutes of the Council meeting in the *Bulletin*.
- You may also choose to send to the Secretary-Treasurer a separate confidential list of remaining candidate articles that your committee would like to forward to future committees.
- Traditionally the Chair contacts Cindy Estes to let her know the winner and to send a copy of the winning article to her at 68 Greenacre Rd, Westwood MA

02090, 781-769-2044. Alternately the Chair may delegate this task formally to the Secretary-Treasurer.

- Please plan to attend the awards banquet to announce the winner.
- If you are unable to attend the banquet, please arrange for another member of the committee to attend in your place.
- If the award winner is new to the Association, he or she will not be familiar with the arrangements of the banquet. Please make sure that the winner has someone to sit with at the banquet and that he or she understands the system of signing up at the registration desk for a banquet table. (We do not want the winner to show up at the banquet knowing no one there and without a seat.)
- Compose a brief statement of commendation about the merits of the winning paper to be read at the awards banquet, either by you or by your designee.
- Before the annual meeting you must communicate to the Secretary-Treasurer the following important information
 - The formal report of the committee to submit to Council
 - The decision of the award winner about attending the banquet: either definitely attending, definitely not attending or still undecided
 - The name of the person from the committee who will be at the awards banquet on Saturday night to announce the winner of the award
 - The brief text your commendation and remarks for the banquet, which can be used subsequently in publicizing the award