

Lifetime Achievement Award Committee Responsibilities of the Committee Chair

The Association may award the Lifetime Achievement Award in History of Medicine to a longtime member of the Association who is normally retired from regular institutional affiliation or practice, who has a distinguished record of support of the history of medicine over many years, and who has made continuing scholarly contributions of a distinguished nature. The person to receive the award shall be selected by the Lifetime Achievement Award Committee. (Bylaws, VIII.5)

- Convene your committee, typically by email.
- Review the reports of past committees including any available information on eligible individuals in the Association.
- Review the guidelines for the award posted on the AAHM website.
- Establish a timeline and process for the deliberations of your committee
- The committee may receive nominations from colleagues in the Association.
- Choose the winner.
- Please notify the President and the Secretary-Treasurer of the name, contact information and institution of the winner.
- The President will contact the winner with the good news and may outline the following benefits of the award
 - A ceremonial engraved cup conferred at the annual awards banquet
 - Paid travel and accommodations to attend the annual meeting of the Association in order to receive the medal personally at the awards banquet
- Write a brief report outlining the activities of your committee. Forward the report to the Secretary-Treasurer electronically (aahm@kumc.edu) by March 15 for inclusion with the materials presented to Council prior to the annual meeting. The report should list the committee's members, the final decision on the winner and any recommendations for Council regarding the work of the committee. Do not include comment on the deliberations of the committee unless they bear on the recommendations.
- You may include in your report to the Secretary-Treasurer a separate confidential list of remaining potential candidates that your committee would like to forward. The list carries no special authority but may be useful to future committees.
- 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.
- Compose a detailed statement celebrating the life and accomplishment of the winner 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 with any additional confidential material

- The name of the person from your committee who will be at the awards banquet on Saturday night to announce the winner of the award
- The text your remarks for the banquet which can be used subsequently in announcing and publicizing the award