

## Welch Medal Committee Responsibilities of the Committee Chair

The Association may award the William H. Welch Medal to one or more authors of a book (excluding edited volumes) of outstanding scholarly merit in the field of medical history published during the five calendar years preceding the year in which the Welch Committee is constituted (two years prior to the announcement of the award). The medal shall not be awarded more often than once each year. The person(s) to receive the award shall be selected by the Welch Medal Committee. (Bylaws, VIII.2)

- Convene the committee, typically by email.
- Review the reports of past committees including any available information on eligible books.
- Establish a timeline and process for the deliberations.
- The Chair may need to take responsibility for contacting presses for review copies of books of interest to the committee.
- Note that university presses will not spontaneously take the step of re-nominating eligible books that they previously nominated.
- Deliberate and choose the winner.
- Please notify the President and Secretary-Treasurer of the winner including contact information and institution so that the President may contact him or her.
- The President will contact the winner with the good news and may choose to outline the following benefits of the award
  - A ceremonial bronze medal 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 describing the activities of the committee and send it electronically to the Secretary-Treasurer ([AAHM@kumc.edu](mailto:AAHM@kumc.edu)) by March 15 for inclusion in the material presented to the Council at the annual meeting. The report should list committee's members, the final decision and any recommendations for Council regarding the work of the committee. Do not include comments on the deliberations of the committee unless they bear on your recommendations.
- You may also choose to send to the Secretary-Treasurer with the report a separate confidential list of remaining candidate books that your committee would like to forward. The list has no special authority but may be useful to future committees.
- Please plan to attend the awards banquet in order to announce the winner. If you are unable to attend, please arrange for another member of the committee to attend in your place.
- Compose a brief statement of commendation about the merits of the winning book 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

- 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 remarks for the banquet, which can be used subsequently in announcing and publicizing the award