Shryock Medal Committee
Responsibilities of the Committee Chair

The Association may award the Richard H. Shryock Medal to a student currently enrolled in a program leading to a graduate degree in the humanities or social sciences for an unpublished essay that is the result of original research or shows an unusual appreciation and understanding of problems in the history of medicine. The medal shall not be awarded more than once a year. The person to receive the award shall be selected by the Shryock Medal Committee. (Bylaws, VIII.4)

- Convene the committee, typically by email.
- Review the guidelines for the Shryock Medal listed on the AAHM website.
- Review the existing call for submissions from the *Bulletin* and make needed revisions.
- Submit your revised call for submissions to the *Bulletin* and to the Secretary-Treasurer.
- Establish a timeline and process for the deliberations.
- Collect and distribute to the committee the essays submitted.
- Choose the winner and consider if there will be two, one, or no honorable mentions included.
- Please notify the President and Secretary-Treasurer of the names, contact information and institutions of the honorees.
- You are responsible to contact the medal winner and those named as honorable mention to give them the good news.
- We encourage you to contact as a courtesy those who submitted papers that were chosen for an award. A template for such a letter is posted to this website.
- Please feel free to describe to the winner the following benefits of the award
    - Ceremonial bronze medal conferred at the annual awards banquet
    - Two years complimentary membership in the AAHM including a subscription to the *Bulletin of the History of Medicine*
    - Paid travel and accommodations to attend the annual meeting of the Association in order to receive the medal personally at the annual awards banquet
- Winners of honorable mention will receive the following benefits
    - Two years complimentary membership in the AAHM including a subscription to the *Bulletin of the History of Medicine*
    - Reimbursement for the cost of the annual awards banquet
- Write a brief report on 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 decision on honorees 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 the recommendations.
- 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.
- If the award winner is new to the Association (as commonly), 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 table. (We do not want the winner to show up at the banquet knowing no one 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 the Chair or by the Chair's designee.
- Before the annual meeting you must communicate to the Secretary-Treasurer the following important information
    - The formal report of the committee
    - 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, which can be used subsequently in publicizing the award