

## **Nomination for the YWCA Tribute to Women of Influence (TWIN) Award**

**Background** – The YWCA of Greater Charleston sponsors an annual award to recognize “women of influence” in the workplace and community. The Citadel has participated in this event for many years. Nominees from area employers are forwarded to the YWCA by October 1<sup>st</sup> and a dinner to recognize these women is held at a local hotel in mid November.

**Nomination Process** – Nomination period begins on August 15<sup>th</sup> and closes on September 15<sup>th</sup>. Any Citadel employee can nominate a TWIN recipient by completing a TWIN nomination form and forwarding it to the Human Resources by September 15<sup>th</sup>. Human Resources will forward all nominations to the TWIN Nominating Committee Chairperson. The TWIN Nominating Committee is composed of all past TWIN honorees who are currently employed by The Citadel. The Committee will select a recipient and forward the nominee’s name to the President for his approval by September 30<sup>th</sup>. The selected recipient will provide a short biography and a photograph to be included in the TWIN souvenir program. The Citadel photographer will provide a photograph if no photograph is available. This information must be sent to the YWCA by October 15<sup>th</sup>. The Citadel will support this event as a Gold Sponsor, which includes a half-page ad in the souvenir program and four tickets to the award dinner.

### **Selection Criteria**

- Nominee is in a position in which she influences her organization and community.
- Nominee leads and inspires.
- Nominee infuses her work with creativity, imagination and discipline and invites the same from colleagues.
- Nominee actively supports and encourages career opportunities for other women.
- Nominee contributes to and is involved in the improvement of the local community.

**Administrative Procedures** – Human Resources will have overall responsibility for the TWIN Award. Human Resources will advertise the award and call for nominations on August 15<sup>th</sup> of each year. The TWIN nomination form will be included with “Forms” on the Human Resources web site. Human Resources will forward all nominations to the TWIN Chairperson on September 15<sup>th</sup> of each year, and will publicize the TWIN honoree once the President approves the selection. This office will be the contact for the YWCA and will be responsible for establishing the purchase order to pay for the event. The expense will be charged to 222201 (Representation Fund). Human Resources will maintain an archive of annual nominations and selections.

At their annual selection meeting The Twin Committee will select a chairperson to serve for the upcoming year. This chairperson will serve as the liaison between Human Resources and the Twin Nominating Committee. The chairperson will be responsible for establishing committee meetings and providing a written summary of the annual selection process to Human Resources.

## Tribute to Women of Influence (TWIN) Nomination Form

Name of Nominee:

Title:

Department:

Nominated by:

Department:

Date Submitted:

Please read the attached TWIN selection criteria and briefly complete the following form describing why this nominee should be selected for the TWIN award. Do not attach any other material to this nomination form.

1. Describe the nominee's position at The Citadel and explain how she is able to influence this organization.
2. Give examples that show how the nominee leads and inspires at The Citadel.
3. Describe how the nominee shows creativity, imagination and discipline in her work at The Citadel.
4. Give examples that show how the nominee supports and encourages career opportunities for other women at The Citadel.
5. Describe how the nominee is involved in and contributes to the local community.