

**SOCIETY OF COSMETIC CHEMISTS**  
**Charter of the Achievement Awards Task Force**

**Statement of Purpose**

The purpose of the Achievement Awards Task Force is to:

1. Within the procedures and guidelines established for the Maison G. deNavarre Medal Award, review and select the winner.
2. Within the procedures and guidelines established for the Robert A. Kramer Lifetime Service Award, review and select the winner.
3. Within the procedures and guidelines established for the SCC Merit Award, review and select the winner.
4. Within the procedures and guidelines established for the Florence Wall Women in Cosmetic Chemistry Award, review and select the winner.

**Membership & Terms**

The task force will consist of the following individuals, affirmed by the Board:

<b>Position</b>	<b>Term</b>
Chair (Appointed by President)	One (1) year – voting member
Other Member (1) (Appointed by President)	One (1) year – voting member
Past Award Recipients (one from each of the 4 awards)	One (1) year – voting member
Task Force Members (up to 5)	One (1) year – voting member
Staff – SCC Manager, Membership & Chapters	N/A – non-voting member

- The Chair of the task force and one (1) other member shall be appointed to a one (1) year term by the President.
- The Past Award Recipients (4) and Task Force Members (up to 5) are volunteer positions.
- All task force member terms are one (1) year in duration.
- No task force member shall serve more than two (2) consecutive terms.
- All terms of service shall run concurrent with the organization’s fiscal year (January 1 – December 31).

**Authority & Responsibilities**

Operating within the Bylaws, policies and procedures as established by the Board of Directors, the task force has the authority to:

1. Gather nominations for the Awards;
2. Review nominee dossiers and select a winner; and
3. Assist with other projects, programs, or initiatives as requested by the Board of Directors.

**Meetings**

The task force shall meet only on an as-needed basis at such a time and place that will most effectively accomplish their task(s), including, but not limited to, face-to-face, teleconference, or video conference.

Attendance of twenty-five percent (25%) of members of the task force shall constitute a quorum. All questions brought before the task force for a vote must be affirmed by a simple majority of those present to be approved.

The task force shall have written meeting minutes and shall submit a written report to the Board of Directors (or Executive Committee, if requested) for their next meeting.

**Budget**

The task force shall operate in a fiscally responsible manner and within their budget as approved by the Board of Directors. Any requests for additional funding may be approved at the discretion of the Board of Directors.