



**SOUTHWESTERN REGIONAL ASSOCIATION
OF
REFRIGERATION SERVICE ENGINEERS SOCIETY**

SWRA McDermott Award – Secretary of the Year

This award is to recognize the outstanding service of the member chapter secretary.

1. Selection of the award winner will be made by the SWRA Officers.
2. Selection of the award winner will be the point system as follows:
 - a. Five (5) points for each regular monthly meeting minutes, sent monthly to each SWRA Officer.
 - b. Five (5) points for a letter of nomination from the chapter recommending their Secretary for the award.
 - c. Five (5) points for an Election of Officers report sent to each SWRA Officer.
 - d. Five (5) points for each SWRA Officer to be given to the Secretary of their choice.
 - e. The SWRA President or Presiding Officer shall cast one (1) vote to break a tie.
 - f. All information forwarded must be for the period of Annual Conference to Annual Conference in the year preceding the Annual Business Meeting. (Material forwarded at the Annual Conference shall not be accepted.)
3. The award will be an individual plaque and a nameplate on the SWRA Honor Display.
4. The SWRA Sergeant at Arms will insure that the plaque is available and that the plaque and nameplate are engraved for presentation at the Annual Awards Ceremony.
5. The SWRA McDermott Award (Secretary of the Year) plaques are purchased from:
Art Hall Awards
9421 Burnet road
Austin, Texas
512-339-8161