



Greater Salem
Chamber of Commerce

2018 BUSINESS
PILLAR
AWARDS

Business Pillar Awards

Procedure as of January 1, 2018

Background:

The Business Pillar Awards were developed and first awarded in 2012 to recognize and celebrate the contributions of local business. The Greater Salem Chamber of Commerce presents these awards at the Annual Economic Development Breakfast (usually held in April) to businesses located in, or servicing, the Greater Salem area for their contributions to their industry and the community.

The award is open to any business or organization who is actively involved in business in the area of the Chamber's five member towns – Atkinson, Hampstead, Pelham, Salem, and Windham.

Awards are given in the following categories:

- Small Business (less than 25 employees)
- Large Business (greater than 25 employees)
- New Business (less than 3 years old)
- Not for Profit – (501(c) 3 preferred)

Nomination/Application:

Completion of the specific criteria is as indicated on the Nomination/Application Form (see attached) is required

The Nomination/Application Form will include:

- Business/General information section
- Questions
 1. Description of how the business is a leader in the community
 2. Description of how the business is a leader in its industry and contributions it has made to its industry

Business Pillar Award Selection Committee:

The award selection committee shall be assembled each year to review the submitted nomination forms and determined the winners of the Business Pillar Awards.

Applications that did not receive an award will be kept on file for three years.

The applicant will be contacted to see if they wish to update their submission for reconsideration.

Structure

The committee requirements and structure should be as follows:

- Committee members must agree to decline to have their business nominated for an award.
- Committee members must agree to not submit nominations for the awards.
- The chairman of the Economic Development committee will chair the Business Pillar Awards Committee.
- If the chairman of the Economic Development committee is not able to chair the selection committee, The chairman of the Chamber Board will appoint an appropriate substitute from either the Board of Directors or Economic Development Committee.
- At least one immediate past recipient of the award (or designee from that company or family) shall be on the committee.
- At least 1 member from the Board of Directors shall be on the committee (this is in addition if the committee chair is a Board member).
- 2 members at large, selected by the committee chairman, shall be on the committee.
- The President and Chairman of the Board of Directors are on the committee with non-voting status.
- It is the responsibility of the committee chair to assemble a group that will reflect the Chamber membership. It is advised that the Chairman of the Business Pillar Award Selection Committee and the Chamber President work together to achieve this goal.

Judging Meeting

The awards committee should meet:

- As soon as possible after the nominations have been closed.
- At least 3-4 weeks before the Chamber's Annual Economic Development Breakfast
- At the meeting, each nomination form should be review by each member of the committee.
- The chairman will facilitate discussion on the nominations based on the application's criteria. Discussion of the nominees should remain confidential among the committee.
- After discussion, the committee chairman will prepare a means for each committee member to vote for the various award winners, and the committee members will vote.
- The chairman will count the votes and announce the winner to the committee.
- The chairman will contact the award winners to congratulate them.
- After the winner has been notified, the executive director will relay the winners' names to the Chamber's media and marketing coordinator.
- The media and marketing coordinator will collect/assemble biographical information about the award winner and distribute for public announcement.

Award Distribution:

The winners of the Business Pillar Awards will be recognized and celebrated at the Annual Economic Development Breakfast

- The award winners will receive 2 complimentary tickets to the Chamber's Annual Economic Development Breakfast.
- The award will be presented by the Chairman of the Economic Development Committee or his/her designee.
- The winner, or appropriate substitute, will accept the award (trophy, plaque, etc.)
- After receipt, the winners will have the opportunity to give a short acceptance speech at the Economic Development Breakfast.