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**2017 Committee Excellence Award**

The Committee Excellence Award recognizes committees that contribute in ways that lead to the overall success of the AAO-HNS/F mission: empowering otolaryngologist—head and neck surgeons to deliver the best patient care. These committees have a passion for the AAO-HNS/F’s visions and for accomplishing and enhancing the activities outlined in the AAO-HNS/F strategic plan.

Committees that meet the following criteria may apply to be considered for a Committee Excellence Award:

* effective committee chair leadership;
* responsive, engaged and active committee members who have a desire to volunteer time and resources;
* responsive to and regularly participate in AAO-HNS/F surveys;
* have a well-articulated charge and supporting work plan that is aligned with and supports the AAO-HNS/F Strategic Plan;
* work plan is revised annually and achieved within the established timeline.

Some examples of committee work products that meet Committee Excellence Award criteria include:

* Represent the Academy to external organizations related to ENT and to medicine; for example, communicating AAO-HNS/F initiatives to members, the public, and the house of medicine.
* Monitor and apprise the Executive Committee and staff through reports, the website, and news/scientific publications.
* Help build evidence-based research and conduct research that leads to new clinical guidelines, performance measures, quality improvement tools, and advancements in payment.
* Create products that educate physicians, allied health professionals, and patients; for example, participating at the annual meeting, creating content for AcademyU®, identifying curriculum for MOC or imaging in otolaryngology, or developing/revising patient information materials.
* Facilitate market research and business intelligence about otolaryngology's environment through surveys; for example, a patient safety survey, surveys about clinical topics, or opinion surveys about new products/services.
* Collaborate with specialty societies on topics of mutual interest.
* Participate in RUC surveys and help facilitate participation in RUC by others.
* A committee work plan that supports and potentiates the AAO-HNS/F Strategic Plan.

***The award is based on activities from October 1, 2016 through September 30, 2017 and will be***

***recognized at the 2017 Annual Meeting & OTO Experience in Chicago, Illinois.***

2017 Committee Excellence Award Application

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Committee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nominated By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship to Committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please take as much space as needed to complete your responses to all questions.**

1. Why do you believe this committee is worthy of a Committee Excellence Award?
2. How has this committee contributed to the success of the AAO-HNS/F mission *(site specific examples)*?
3. In what *specific* ways has this committee met some, or all, of the following criteria?

* effective committee chair leadership;
* responsive, engaged and active committee members who have a desire to volunteer time and resources;
* responsive to and regularly participate in AAO-HNS/F surveys;
* have a well-articulated charge and supporting work plan that is aligned with and supports the AAO-HNS/F Strategic Plan;
* work plan is revised annually and achieved within the established timeline.

1. **Does the nominated committee provide a forum for members to share ideas, progress, and facilitate shared communications?   
    Yes  No**

If “Yes,” please explain and site specific examples.

Applications must be received no later than Thursday, June 1, 2017 either by mail to the address below, email to [committees@entnet.org](file:///\\entnet.org\aaodfs\DATA$\Executive%20Services\COMMITTEES\ARCHIVE\2015%20-2016\Awards\Committee%20Excellence%20Award\Application\committees@entnet.org), or fax to 1-703-535-8584.

**AAO-HNS  
Attn: Committees**

**1650 Diagonal Road**

**Alexandria, VA 22314-2857**