

ELEMENTS OF FORMATION FOR APPA ENGAGEMENT

Entity Name: "Rex Dillow Award for Outstanding Article Reviewers"

Purpose

Participate in the yearly review of *Facilities Manager* magazine articles to choose a winner for the Rex Dillow Award for Outstanding Article.

Proposed activities

Review submissions for consideration.

Type of committee and structure

Standing Activity

Charge(s)

Review submissions and provide feedback based on established criteria.

Number and composition of members/ staff

One volunteer per region*; and, one staff member

*(One volunteer specifically designated by each of six regions)

Leadership (may be staff or volunteer)

Staff supported and directed

Appointment time period

Effectively 3 months given annual review of relevant articles so the winner can be announced in the July/August issue of *Facilities Manager* magazine

Method for appointment or selection

Appointment by region board; possible email response of interest in addition

Commitment and expectations

Meet pre-determined deadlines and provided due date(s) which usually takes about two weeks to review entries and submit results

Qualifications

Interest in writing, editing, and educational facilities management.

Reporting line (position title), accountability measures, & cycle

Director of Knowledge Management

Formal Board review period (one, two, or three year time frame)

Every 3 years

Funding requirements (if applicable)

N/A