



**KEEP GEORGIA BEAUTIFUL FOUNDATION
2014 EXECUTIVE DIRECTOR AWARD**

The ‘Barbara Mason’ & ‘Lynn Cobb’ Awards recognize Executive Directors that show exemplary service to the Keep America Beautiful System and the Georgia Community they serve.

The Barbara Mason award was established in 1999 in honor of Barbara Mason for her service as a mentor to Georgia’s Keep America Beautiful Executive Directors. The Lynn Cobb award was established in 2013 for her service as longtime manager of the Keep Georgia Beautiful program. Both awards recognize outstanding leadership, commitment, determination, and dedication to the Keep America Beautiful mission, ideals and process. Each award is presented annually to a local Executive Director.

An Executive Director may be nominated by program volunteers, board members, local officials or business associates. Nominations may also be made by Keep America Beautiful peers.

The presentation of the award will take place at Keep Georgia Beautiful Annual Awards Luncheon December 12 at the Marriott Century Center Hotel in Atlanta.

ELIGIBILITY

The following requirements are necessary for an Executive Director to be eligible for the award:

- Have a minimum of three years of service as an Executive Director for a Keep Georgia Beautiful affiliate system; and
- Represent a Keep America Beautiful program in good standing.
- The Barbara Mason Award recognizes an Executive Director that has over 10 years of service.
- The Lynn Cobb Awards recognizes an Executive Director that has less than 10 years of service.

(Recipients may be recognized only once in their lifetime.)

GUIDELINES: EXECUTIVE SUMMARY CONTENT

Executive Directors should demonstrate each of the following characteristics in order to be considered for the award. Please answer the questions in a corresponding paragraph.

1. Commitment to the Keep America Beautiful mission, ideals and process.

- How does he/she show their willingness to take direction from KAB system volunteers?
- Does the Director promote and instill the KAB system with board members?

2. Commitment to their community

- How does he/she demonstrate their knowledge of the community?
- Give examples of the coordinator’s experience in dealing with the community.

3. Professionalism

- Is the director poised, persuasive and articulate?
- Does the director prove to be a self-starter and how does he/she handle details?

4. Leadership

- How does the director demonstrate his/her ability to manage an organization?
- Does the director exhibit willingness and ability to delegate?
- Can he/she manage volunteers effectively?

5. Positive Attitude

- Does the director demonstrate a “can-do” attitude in adverse situations?

6. Political Astuteness

- Does the director have a familiarity with the media, volunteer network, corporate structure and political process in your community?

7. Training and Development

- List attendance at KAB/KGB training functions.
- List civic clubs and/or professional organizations.

Submission Deadline: Wednesday, October 15, 2014

www.KeepGeorgiaBeautiful.org

The Keep Georgia Beautiful Foundation is a 501 (c)(3) nonprofit organization housed in the Georgia Department of Community Affairs. KGBF is a state affiliate of Keep America Beautiful, Inc.

CHARACTERISTICS TO CONSIDER WHEN WRITING THE EXECUTIVE SUMMARY

The nominee:

- Has in depth knowledge of the community;
- Has experience in dealing with the community;
- Demonstrates organizational management ability;
- Demonstrates initiative;
- Shows willingness to take direction from Keep America Beautiful Affiliate volunteers;
- Exhibits willingness and ability to delegate;
- Is poised, persuasive and articulate;
- Has public speaking skills;
- Proves to be a self-starter and can handle details;
- Is able to manage volunteers effectively;
- Demonstrates familiarity with the media, volunteer network, corporate structure and political process.

HOW TO NOMINATE - ONLY THOSE ENTRIES IN COMPLIANCE WITH THESE GUIDELINES WILL BE JUDGED:

1. [Complete Award Information Sheet online](#)
2. Using the guidelines, compose an executive summary outlining your nominee's accomplishments.
3. Convert your document into a PDF. For an example on how to convert a document into PDF format please click [here](#).
4. Submit your application as a PDF to kgbfawards@gmail.com by 11:59PM EST on **October 15, 2014**.

You will receive a confirmation email when your application is received.

GUIDELINES: APPLICATION FORMAT (EXECUTIVE SUMMARY)

1. Type the name of the Keep America Beautiful Affiliate program represented, the nominee's name and the number of years he/she has been involved with the program as Executive Director, in the top right-hand corner of the first page of your Executive Summary.
2. Use one-inch margins and 11-point type size. **Your overall summary must not exceed three (3) pages typed, single spaced.**
3. Save File As "**Name of Nominee- award category**" and convert to PDF format. For example: Jane Doe-Barbara Mason.pdf or Jim Smith-Barbara Mason.pdf
4. Submit your application as a PDF to kgbfawards@gmail.com by 11:59PM EST on **October 15, 2014**.

JUDGING

Judging will be coordinated by the Keep Georgia Beautiful Foundation. All winners will be notified by November 7, 2014.