

United South and Eastern Tribes, Inc.

Chris Thompson Economic Development Professional Excellence Award

Policies and Procedures

Article I. Statement of Purpose

The primary purpose of the United South and Eastern Tribes Chris Thompson Economic Development Professional Excellence Award is to recognize Tribal professionals and their innovation, dedication and contributions to economic development success in USET member Tribal Nation communities while promoting USET's mission and statement of unity.

Article II. Funding

The Chris Thompson Economic Development Professional Excellence Award does not include a financial prize. Award costs are supported through USET's general fund.

Article III. Eligibility

Eligible nominees must be employed or authorized representatives from Tribal Nations established as members of the United South and Eastern Tribes, Inc. Award decisions will be heavily influenced by the nominee's work related to Tribal economic development; however, a nominee will not be deemed ineligible if their employment title or some work duties are outside traditional economic development activities.

Article IV. Nominations

Nominations should be submitted by individuals/organizations representative in the USET region, including but not limited to Tribal leaders, managers/supervisors, or resource partners. Self-nominations are also permitted. Nominations made by more than one person/organization is also allowed. A completed nomination form includes the following items:

- Completed nomination form
- Two (2) Letters of Recommendation, one (1) of which that must be completed by a current Tribal leader
- Current resume/Proof of employment or service to a USET member Tribal Nation
- One (1) Color photograph of the nominee (300 dpi – jpg file)

There is no limit to the number of times an individual can be nominated for an award however previous nominations and past award recipients may be taken into account of final award determination.

Article V. Forms and Documentation

An application form can be obtained through the USET Office of Economic Development or www.usetinc.org.

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Mandatory information for a completed nomination packet to be received by the USET Office of Economic Development consists of:

- (i) A Completed application form;
- (ii) Two (2) Letters of Recommendations (at least one from a currently seated Tribal Nation official);
- (iii) Current resume/Proof of employment or service to a USET member Tribal Nation
- (iv) One (1) Color photograph of the nominee (300 dpi – jpg file)

Letters must be DATED and will not be considered if undated. Old letters will NOT be considered current and the application will be deemed incomplete. Letters written to other organizations CANNOT be used

Article VI. Award Nomination Packet Process/Deadline

The USET Office of Economic Development in Nashville, Tennessee will receive all award nomination packets submitted. Completed application packets should be emailed to United South and Eastern Tribes, Inc., Office of Economic Development at RNaragon@usetinc.org.

A new nomination packet must be completed for each individual for a calendar year. An application packet submitted from a previous year will not be considered.

All nomination packets must be submitted by the posted deadline announced in coordination with the timing of the USET Impact Week meeting and other USET communications (via email, social media posts, etc.)

USET staff assigned will assemble all information and package for delivery to the USET ED&E Committee Chairperson in coordination with the timing of the USET Semi-Annual Meeting. USET staff will redact all personally identifiable information from award nomination packages to ensure as many ED&E committee members join in the selection process without conflicts of interest. In the event there is a conflict of interest, USET staff will notify the individual and ask to recuse themselves in the selection process.

Article VII. Selection

Award nomination packets will be delivered to the USET ED&E Committee by the USET Office of Economic Development in coordination with the timing of the USET Semi Annual Meeting.

The USET ED&D Committee will review packets and select candidate/s according to the following criteria:

- 1) Satisfactory submitting a complete award nomination packet, and
- 2) Evaluation of exceptional economic development achievement/activities/contributions

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- 3) Current resume/Proof of employment or service to a USET member Tribal Nation
- 4) Satisfactory submission of letters of recommendation

Any grievance regarding award/s will be reviewed by the USET Board of Directors. All award grievances received by the USET Board will be referred to the USET ED&D Committee for clarification.

Article VIII. Award Decisions

The USET Economic Development and Entrepreneurship (ED&E) Committee shall select award recipients once a year in coordination with the timing of the USET Semi-Annual Meeting.

Awards will be competitive in nature. Should there be multiple nominations the USET ED&E Committee will make awards based upon the items included in the award nomination packet.

In the event no nominations are received, the Chris Thompson Economic Development Professional Excellence Award recognition will be rolled to the new next award period. The responsibility of informing the award timeline is of the Office of Economic Development, with assistance from the ED&E Committee.

Article IX. Announcement

Award announcements will be done by USET in coordination with the timing of the USET Annual Meeting.

Award recipient may have their submitted color photograph shared as part of the award announcement on social media. Submission of the nomination packet serves as release to use photo for media and other communication purposes.

Although there is not financial prize, award recipients will receive a personalized gift for display and inclusion in the listing Chris Thompson Economic Development Professional Excellence Award plaque hung in the USET Office in Nashville, TN.

Appendix

Chris Thompson Economic Development
Professional Excellence Award Timeline

