



The Association of Canadian Archivists – Governance Committee - Nominations, Elections and Awards

Membership Recognition Award

Policies and Procedures

Subject:

MEMBERSHIP RECOGNITION AWARD

Purpose:

The purpose of this award is:

- to identify and honour those members of the Association who have made and continue to make significant contributions to the ACA and to the development of the archival profession;
- to recognize, celebrate and encourage the professional achievements, contributions and excellence of ACA members in the field of archival practice;
- to raise the standard of practice within the profession by recognizing and rewarding excellence;
- to increase support for the aims and objectives of the ACA by recognizing and encouraging outstanding contributions; and
- to promote interest in the archival profession in Canada by acknowledging publicly the contributions made by individual archivists.

Scope:

Membership Recognition may be awarded annually to any individual, affiliated association or institution who is a member of the Association in good standing.



Responsibility:

The Governance Committee shall receive and evaluate all nominations.

The Committee shall decide the recipient(s) of the award for each year or decide that no award shall be given and recommend this decision to the Board for approval.

The Board of Directors shall approve the recipient(s) of the Membership Recognition Award.

Eligibility Rules:

- Any individual, affiliated association or institution who has been a member for a minimum of seven years is eligible to be nominated.
- Current members of the Board of Directors; Governance Committee; Coordinators and Association employees are not eligible.

Selection Criteria – Individual:

The following criteria shall be applied when nominees are considered for the Membership Recognition Award.

- Nominee has at least seven years of professional archival experience, including promoting greater public awareness, appreciation or support of archival activities or programs; and
- nominee's volunteer activities have made a significant contribution to the development and/or improvement of the ACA; and
- nominee has consistently contributed:
 - to the profession through active participation in the ACA or on behalf of the ACA, or
 - to the corpus of professional archival literature.



Selection Criteria – Corporate Body:

The following criteria shall be applied when nominees are considered for the Membership Recognition Award.

- Nominee operates archival programs and services according to accepted professional standards of practice.
- Nominee has at least seven consecutive years of professional archival programming, including promoting greater public awareness, appreciation or support of archival activities or programs.
- Nominee's volunteer activities have made a significant contribution to the development and/or improvement of the archival profession or community.
- Nominee has consistently contributed to the profession through initiative, resourcefulness and commitment.
- Nominee's archival program demonstrates a level of innovation and excellence that makes them a model for others.

Nomination and Selection Procedures:

Nominations are made by the membership at large and submitted to the Governance Committee. Bestowing the award shall be based on evidence submitted by the nominator(s) and the criteria outlined for the award. The Committee decides the final recipient(s) by majority vote and submits them to the Board of Directors. Nominations are eligible for two years after which the nomination becomes null and void. Additional supporting documentation may be submitted the second year. Nominees can be renominated one year after a nomination becomes null and void.

Instructions for Submissions:

All nominations must be accompanied by a completed nomination form describing the nominee's achievements, related supporting documentation, and two letters of support from members in good standing. Three copies of all materials must be submitted.

Deadline for Submissions:

Submissions must be received by the Governance Committee by February 28th of each year.



Date and Place of Presentation:

Membership Recognition Awards shall be bestowed and a certificate presented at the Association's Annual Conference.

Timetable:

Task	Who	When
<ul style="list-style-type: none"> Competition announcement published in <i>ACA Bulletin</i>, posted to ArcanL and ACA website. 	Governance Committee	Nov.
<ul style="list-style-type: none"> Nominations submitted. 	Nominators	By Feb. 28
<ul style="list-style-type: none"> Nominations evaluated. 	Governance Committee	By Mar. 31
<ul style="list-style-type: none"> Award recommendations communicated to President. 	Governance Committee	By Mar. 31
<ul style="list-style-type: none"> ACA Board approval of award recommendations. 	ACA Board	By Apr. 30
<ul style="list-style-type: none"> Recipients notified. 	President	By Apr. 30
<ul style="list-style-type: none"> Awards announced and presented. 	President	May or June
<ul style="list-style-type: none"> Award recipients publicized in <i>ACA Bulletin</i>, posted to ArcanL and ACA website. 	Governance Committee	July