

## ARMA CHAPTER MEMBER OF THE YEAR AWARD

The Awards Committee is in search of nominees for the Chapter Member of the Year. The details of the award are as follows:

### **Description:**

This award is presented by each chapter to its outstanding member for the previous year. In evaluating the candidates, emphasis is given to the member's participation in and contribution to Chapter's activities. The outstanding member is also a person who has supported and promoted ARMA objectives.

### **Eligibility:**

Any chapter member who has been a member in good standing for the previous ARMA fiscal year. (July 1 to June 30).

### **Evaluation:**

The Chapter Awards Committee selects the winner. There are no formal criteria by which to judge candidates as there are for other awards. Each candidate is judged on the basis of:

- participation in committee work
- participation in board work (if the candidate is a board member)
- participation in chapter meetings, seminars, or workshops (participation is defined here as helping to plan, arrange, conduct these events, or serving as a speaker)
- participation in outside activities that in some way assist the Chapter or advances the records management profession (ie: teaching courses in records management, attending or speaking at seminars or workshops that relate directly or indirectly to records management)
- publications that pertain to the chapter, specifically, or to the records management profession
- achievements within own company
- attendance at chapter meetings
- attendance at board meetings (if candidate is a board member)
- sponsorship of new members
- bringing of guests to chapter meetings

This is not intended to be an inclusive list. There may be many factors, such as a candidate's undertaking of a special project at the chapter's request, that the Committee may wish to take into account when making it's decision.

## **Announcement / Award**

The announcement of the winner of the **Chapter Member of the Year** will be made by the Chapter Awards Committee at the June Chapter meeting. An announcement will also be made at the Association Conference. A plaque for each winner shall be provided, by the Association, for presentation to the Chapter Member of the Year.

In addition, the Chapter will contribute the following award:

- Membership in ARMA Edmonton Chapter for the year
- Expenses for ARMA Edmonton Chapter luncheon meetings
- ARMA Edmonton Chapter conferences, seminars or workshops

Note: The form is to be used as a guideline only. Written and typed submissions will be accepted.