



ADMINISTRATIVE LETTER

**No. 5
Policy**

Subject: CANADIAN REGION HONOURARY MEMBERSHIP AWARD

Effective Date: August 1, 2004

No. Pages: 2

Approved By: Roslyn Chambers, Region Manager

Approval Date: August 1, 2004

INTRODUCTION

The Canadian Region of ARMA International (ARMA Canada) honours its members each year at its annual conference. The Canadian Region Member Recognition Award honours those members who have provided significant contribution or outstanding achievement to ARMA Canada or the Records and Information Management industry.

PURPOSE

The purpose of the award is to recognize individuals whom ARMA Canada wishes to honour for their distinguished service to the records and information management profession and ARMA Canada. The Honorary Membership is equivalent to an annual membership fee for the life of the individual.

SCOPE

Honorary Membership may be awarded from time to time to any individual whom is a member of ARMA Canada and is involved in the Records and Information Management profession.

RESPONSIBILITIES

- ARMA Canada's Awards Committee is comprised of the Canadian Region Team.
- ARMA Canada's Awards Committee shall communicate to all Canadian Region members their intent to receive nominations.
- ARMA Canada's Awards Committee shall research and evaluate nominations as required.
- ARMA Canada's Awards Committee shall decide the recipient(s) of the award for each year or decide that no award shall be given.
- ARMA Canada's Awards Committee shall make arrangements to formally present the award at the following Annual Canadian Conference. If a conference is not held in the year

in which the award is to be presented, the award will be presented at the Annual ARMA International Conference.

ELIGIBILITY

Any individual who is a long term (more than 15 years) member of the Canadian Region in good standing and a Canadian citizen is eligible to be nominated.

Retired members may be nominated if having been a long term (more than 15 years) member during their Records and Information Management career.

SELECTION CRITERIA

- Nominee has demonstrated distinguished service to ARMA Canada through participation in ARMA Canada or related records and information management activities.
- Nominee's contributions demonstrate a long term commitment to the Records and Information Management profession that has resulted in a measurable and permanent impact on the Records and Information Management industry and ARMA Canada.

NOMINATION AND SELECTION PROCEDURE

- A call for nominations is sent to all Chapter Leaders for circulation to their respective Chapter members or a communication is sent directly to the members of the Canadian Region. Alternate means of presentation such as the Region Newsletter and the Region Web site can be made in addition to the communication method above.
- Nominations will be accepted by sending the nomination forms to the ARMA Canada's Awards Committee as identified in the nominations communication.
- Nominations will be researched and evaluated using the criteria of the award.
- The Canadian Region Awards Committee will decide upon the recipient(s) of the award by a majority vote.
- ARMA Canada's Awards Committee shall make arrangements to formally present the award at the following Annual Canadian Conference. If a conference is not held in the year in which the award is to be presented, the award will be presented at the Annual ARMA International Conference.

A completed nomination form must accompany all nominations describing the nominee's achievements, supporting documentation must also be submitted such as nominee's activities and achievements and letters of support from members in good standing.

Canadian Region Honourary Membership Award Nomination Form

We, the undersigned, respectfully request the Awards Committee's consideration of _____ (Name), as a nominee to receive the Canadian Member Recognition Award or Honourary Membership Award (underline chosen award) to be presented at the Canadian Region Conference in _____ (Year). To the best of our knowledge, this nominee is well deserving of this honour.

SUMMARY OF NOMINEE'S ACCOMPLISHMENTS:

SUPPORTING DOCUMENTS (attached or to follow):

1. _____ 2. _____ 3. _____
4. _____ 5. _____ 6. _____

PRINCIPAL NOMINATOR:

Name _____ Title _____

Business Address _____

Email _____ Telephone _____ Date _____

ADDITIONAL NOMINATOR:

Name _____ Title _____

Business Address _____

Email _____ Telephone _____ Date _____