



AWARDS GUIDELINE

Subject: CANADIAN REGION MEMBER RECOGNITION AWARD

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Approved By:

Approval Date:

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 actively provided significant contribution or outstanding achievement to ARMA Canada and to the Records and Information Management profession.

PURPOSE

The purpose of this award is:

- To identify and honour those members of ARMA Canada who have made and continue to make significant contributions to ARMA Canada and the Records and Information Management profession;
- To recognize, celebrate and encourage the professional achievements, contributions and excellence of ARMA Canada members in the field of Records and Information Management;
- To raise the standard of practice within the profession by recognizing and rewarding excellence;
- To increase support for the goals and objectives of the ARMA International by recognizing and encouraging outstanding contributions; and
- To promote interest in the Records and Information Management profession in Canada by acknowledging publicly the contributions made by individual Records and Information Management professionals.

SCOPE

The Canadian Region Member Recognition Award may be awarded annually to any individual who is a member in good standing of ARMA Canada.

RESPONSIBILITIES

- ARMA Canada's Award Committee (Committee) is comprised of the Canadian Region Team.
- The committee will communicate to all Canadian Region members their intent to receive nominations.
- The Committee will review and evaluate nominations as required.
- The Committee will decide the recipient(s) of the award for each year or decide that no award shall be given.
- The Committee will make arrangements to formally present the award(s) at the Annual Canadian Region 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 held that year.

ELIGIBILITY

Any person in good standing who is a member of ARMA International, a Canadian Chapter and is a Canadian citizen is eligible to be nominated.

SELECTION CRITERIA

The nominator will outline the nominee's significant contributions (in the supporting documents) to:

- the nominee's chapter
- ARMA Canada
- the Records and Information Management profession.

NOMINATION AND SELECTION PROCEDURE

- A call for nominations is sent by the ARMA Canada Awards Committee to all Canadian Chapter leaders for circulation to their Chapter members, or a communication is sent directly to the members of the Canadian Region. Additionally, the call for nominations may be published in the Region Newsletter and on the ARMA Canada website.
- At least two members (of ARMA International and of a Canadian Chapter) in good standing must nominate candidates for the award. These members must know and testify to the candidate's accomplishments. These nominators must be knowledgeable of the nominee's contributions to his/her chapter, ARMA Canada, and the records and information management profession. One of these nominators will be listed as a primary nominator. Nominations must be addressed to the ARMA Canada Awards Committee by the date prescribed in the "Call for Nominations" and contain the signature of the other nominator(s).
- Nominations will be accepted by sending the nomination forms to ARMA Canada Awards Committee as identified in the "Call for Nominations".
- Nominations will be reviewed and evaluated using the criteria for the award.
- The Committee will decide upon the recipient(s) of the award by a majority vote.
- The Committee will make arrangements to present the award formally at the following Canadian Region 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 held that year.

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



**CANADIAN REGION MEMBER RECOGNITION 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 to be presented at the Canadian Region Conference in _____ (year). To the best of our knowledge, this nominee is eligible and is well deserving of this honour.

SUMMARY OF NOMINEE'S ACCOMPLISHMENTS: (Please use this space to summarize and to provide additional information that could be used, e.g. positions held in Chapter, Region, et., **and attach supporting documents.**)

PRINCIPLE NOMINATOR:

Name: _____ ARMA Title: _____

Chapter: _____

Business Address: _____

E-mail address: _____

Telephone: _____

ADDITIONAL NOMINATOR:

Name: _____ ARMA Title: _____

Chapter: _____

Business Address: _____

E-mail address: _____

Telephone: _____

SIGNATURES: _____ (Principle Nominator)

_____ (Additional Nominator)

Send submission to: Awards Committee, ARMA Canada

C/o Alexandra (Sandie) Bradley, CRM, Harwood Information Associates Limited
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