

## AWARD SELECTION COMMITTEE

### I. Selection and Qualifications

- A. The Award Selection Committee consists of three members, with the current Past President serving as Chair. The Chair appoints two other committee members. It is recommended, but not required, that one of these be a retired member. See the Nominations Committee procedure for possible input from its Chair.
- B. Current members of the Executive Board (other than the Past President) are not eligible to serve on the Award Selection Committee. It is recommended, but not required, that Committee members do not submit nominations during the time of their tenure.

### II. History and Purpose of Award

- A. The purpose of the Award is to recognize a member for notable and enduring contributions to the Chapter and the profession. The Award represents a cumulative evaluation of an individual's career and emphasizes local activity and leadership of an exemplary nature. The Award is named "The San Francisco Bay Region Chapter Award for Professional Achievement."
- B. Proposals to establish a Chapter award recognizing outstanding professional service achievements date back to 1980, when Association President, Joe Dagnese made the suggestion. The idea germinated through various phases of discussion and draft over several years, but no formal action was taken until July 1984, when the Executive Board created an Ad Hoc Committee to Establish a Chapter Award. The Ad Hoc Committee's recommendations were accepted by the Board, and the first Award Selection Committee was named in Fall, 1984. The first award was presented in May, 1985.

### III. Procedures

- A. The Award review process takes place annually. However, there is no requirement that the Award be given every year.
- B. An announcement should be placed in the September/October of the Chapter Bulletin, along with a Nomination Form (appended), alerting the membership to the nomination process. Additional reminders should be placed in the November/December and the January/February Bulletin issues as well. Public announcements should also be made at the January and February Chapter meetings to encourage nominations and to remind members of the nomination deadline. Final deadline for receipt of all nominations will be April 1.
- C. All nominations must be accompanied by a brief justification that should include pertinent biographical data about the nominee. (See Selection Criteria, below.)
- D. Nominations may be submitted by any Chapter member, and self-nominations will be accepted.
- E. To be eligible for the Award, a nominee must be a current Chapter member, active or retired, in good standing. A nominee's membership status should be verified with the

Association prior to final selection of the Award recipient.

- F. Current Executive Board members and Award Selection Committee members are ineligible for nomination.
- G. Nominations do not carry over from one year to the next. After completion of the selection process each year, all nomination documentation is to be destroyed.

#### IV. Selection Criteria

- A. The Award honors a Chapter member who achieves distinction in areas of professional concern and activity. Particular attention should be given to local involvement and Chapter contributions.
- B. The following broad criteria will the selection process. Nominees may excel in one or more areas:
  - 1. Outstanding leadership in the Chapter, at meetings, and in committee work.
  - 2. Special and notable service to the Chapter, such as participation in special projects.
  - 3. Participation in seminars, teaching courses, and public speaking activities.
  - 4. Publication and editorial contributions to professional literature.
  - 5. Innovations at the worksite.
  - 6. Mentoring activities, which encourage others in the profession.
  - 7. Extracurricular activities, which provide the profession and/or the Chapter with commendable publicity and acclaim.
  - 8. Other achievements indicating noteworthy dedication to the profession of special librarianship/information science.

#### V. Selection Schedule

The selection of the Committee will be transmitted to the Executive Board for approval by April 15. The Past President will telephone the recipient immediately after the Executive Board approval has been given.

#### VI. Award and Presentation

- A. The form of the award (an 8- or 9-inch silver-plated Revere bowl) and the wording of the engraving on it (SLA/San Francisco Bay Region Chapter/Award for Professional Achievement/Year/Recipient's name) was chosen by the first Award Selection Committee.
- B. The Chapter President will present the Award at the first Chapter meeting of the year.

The recipient, having been notified beforehand, will be invited to this meeting as guest of honor (that is, the Chapter will pay for the dinner.) The Committee Chair will write the speech for the President's presentation. The Chair will also provide an article to the newsletter editor for inclusion in the first Bulletin of the chapter year.

VII. Special Instructions

The work of this Committee and all nomination forms are highly confidential.

VIII. Records and Reports

Submits an annual report at the request of the Chapter President.

## Chapter Professional Achievement Award Nomination Form

(All fields are required information)

- NOMINEE'S NAME
- NOMINEE'S BIOGRAPHICAL DATA (Education, current Professional data, r9sum9)
- CHAPTER CONTRIBUTIONS (as many as apply from the following criteria)
  1. Outstanding leadership in the Chapter, at meetings, and in committee work.
  2. Special and notable service to the Chapter, such as participation in special projects.
  3. Participation in seminars, teaching courses, and public speaking activities.
  4. Publication and editorial contributions to professional literature.
  5. Innovations at the worksite.
  6. Mentoring activities, which encourage others in the profession.
  7. Extracurricular activities, which provide the profession and/or the Chapter with commendable publicity and acclaim.
  8. Other achievements indicating noteworthy dedication to the profession of special librarianship/information science.

### AND, IF APPLICABLE

- DIVISION / ASSOCIATION LEVEL CONTRIBUTIONS (not a required field)

Nominations may be submitted by any Chapter member and self-nominations will be accepted. To be eligible, a nominee must be a current Chapter member, active or retired, in good standing. Current Executive Board members are ineligible for nomination. Nominations do not carry over one year to the next.

Award Nomination Form  
3/3/05