

## **President's Award**

1. Purpose: The President's Award recognizes individuals outside the archival profession who make significant contributions to the archival profession.

2. Responsibilities:

A. Work with the Outreach Committee to promote awareness of the President's Award among the members of the Society.

B. Work with the Outreach Committee to encourage and solicit nominations for the President's Award from the members of the Society.

C. Review nominations and select the recipient of the Award.

D. Notify recipient and have award created.

E. Present award at Business Meeting at the Society's Annual Meeting.

3. Procedures:

A. The President shall call for nominees for the President's Award to be published in the fall issue of the Society's newsletter. The President will work with the Outreach Committee to acquire nominations.

B. The President shall communicate his/her decision to the Executive Board for approval, either during a regular meeting of the Board held in the late spring or early summer or by another form of communication (ie. email).

C. All elected members of the Executive Board shall be informed of the President's selection for the President's award, and the nominee must be approved by a majority vote of the elected officers.

D. The President will notify the winner and invite them to attend the annual meeting for the presentation of the award.

E. Prepare a news article for submission to the Society's newsletter and other appropriate publications announcing the winner of the President's Award.

F. A certificate or other appropriate artifact will be prepared and presented to the recipient. The President or his/her designee shall present the Award during the Business Meeting or reception at the Society's Annual Meeting. If the recipient is not present, the President will attempt to make a presentation at another comparable event.

G. The President may elect to recommend to the Executive Board that no Award be given. In this event, the recommendation should be communicated to the Executive Board and approved in the manner outlined in B and C above.

4. **Approved by the Executive Board: October 12, 2010**