

OVERVIEW AND ELIGIBILITY

The Environmental Stewardship Distinguished Service Award was established by AIME in 1970 to recognize significant contributions to environmental conservation by addition to knowledge; by the design or invention of useful equipment or procedure; or by outstanding service to governmental or private organizations devoted to any field of environmental conservation. In 2011, AIME transitioned this award to SME.

There are no limitations regarding nationality or membership in the AIME Member Societies, but preference is given to members. If a committee member is nominated, they will follow any recusal (or other) procedures that their Member Society employs. The recipient must have been living when they were selected. Current AIME trustees are ineligible to receive AIME awards, except the Presidential Citation or if nominated and selected for another award prior to starting their AIME Board service.

TIMELINE

The Environmental Stewardship Distinguished Service Award typically adheres to the following timeline:

Date	Task
April 1	Call for nominations
June 1	Nomination deadline
June 30	Committee chair provides qualified applications to members of committee
July 15	First round of voting complete; committee chair schedules conference call to discuss results (if needed)
July 25	Second round of voting complete (if needed)
August 1	Recipient name and citation provided to awards coordinator
September 15	Recipient is notified
SME Annual Conference & Expo	Award is presented

NOMINATIONS	<p>Nominations for the Environmental Stewardship Distinguished Service Award require the following information:</p> <ol style="list-style-type: none"> 1. Completed nomination form including demographic and contact information for both the nominee and the principal nominator. 2. Required: One letter of support detailing the nominee's qualification for the award. Should address qualities that are mentioned in the guidelines. Should focus on quality over quantity introducing the candidate to the committee (1 page). 3. Not required: Up to four additional letters emphasizing the candidates qualifications for the award. (quality over quantity) (1 page each). 4. Nominee's biography (2 page maximum). 5. Nominee's CV/resume (abbreviated version – 3 page maximum). 6. List of papers/publications (abbreviated version – 3 page maximum). 7. Appropriate award citation. <p>All nominations submitted will be considered active nominations for a period of three years. Nominations must be submitted in accordance with the guidelines provided on the award nomination form, which may be downloaded here: smenet.org/awards-recognition</p>
CRITERIA	<p>The Environmental Division Distinguished Service Award is administered by SME's Environmental Division Executive Committee. The Award Committee consists of the members of the Environmental Division Executive Committee with the division past chair also serving as chair of the Award Committee.</p> <ul style="list-style-type: none"> • A minimum of three nominations need to be received and evaluated for each award in order to select a winner. • Current members of the SME Board of Directors, SME Division Executive Committees, Award Committees, or Foundation Board of Trustees are NOT eligible for any awards that they are responsible for approving during their term, with the exception of "past chair" recognitions. • No person is eligible to receive more than one SME or SME/AIME award in a single year.
SELECTION OF RECIPIENTS	<p>Recipients of the Environmental Division Distinguished Service Award shall be selected by a majority vote by the Award Committee, subject to the approval of the SME Board of Directors. The award need not be presented in any given year if a suitable candidate is not agreed upon.</p>
AWARD	<p>The award is a suitable plaque or certificate engraved or embossed with the name of the award as well as the name of the recipient and the citation of the particular achievement for which the award is being conferred.</p>
PRESENTATION OF AWARD	<p>The award will be presented at the Environmental Division's Annual Luncheon, held in conjunction with the SME Annual Conference & Expo.</p>
FUNDING	<p>All expenses incurred with respect to the award shall be the financial responsibility of AIME. SME will invoice AIME to reimburse costs once all expenses are in each cycle.</p>

AMENDMENTS	<p>These guidelines may be amended by the Award Committee, subject to approval by the Environmental Division Executive Committee, SME Board of Directors, and AIME Board of Trustees. Any such amendments must be reflected in all appropriate award documentation.</p>
QUESTIONS	<p>Questions may be directed to: Awards Coordinator Email: awards@smenet.org or SME Member Services Department Phone: 303-948-4200</p>