



# MINERALS EDUCATION COALITION LEADERSHIP AWARD Guidelines & Procedures

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**Overview** The Minerals Education Coalition Leadership Award honors an individual SME member who has provided leadership to advance the mission of the MEC and has been involved in the delivery of its programs and/or activities.

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**Timeline** The MEC Leadership Award typically adheres to the following timeline:

Due 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 Meeting	Award is presented

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**Nominations** Nominations for the MEC Leadership Award should contain the following information:

1. Completed nomination form including demographic and contact information for both the nominee and the principal nominator.
2. Up to five letters of support detailing the nominee's qualifications for the award (no longer than 2 pages each).
3. Nominee's biography (2 page maximum).
4. Nominee's CV/resume (abbreviated version – 3 page maximum).
5. List of MEC-mission-related programs and/or activities in which the nominee has participated.
6. Appropriate award citation.

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:

<http://www.smenet.org/awards/>

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**Administration** The MEC Leadership Award is administered by the MEC Awards Sub-Committee under the direction of the Minerals Education Coalition Committee (MECC). The MEC Awards Sub-Committee consists of the Vice-Chair of the MECC (serving as Chair) and four other members of the MECC as designated by the MEC Committee Chair.

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<b>Selection of Recipients</b>	Recipients of the MEC Leadership Award shall be selected by a majority vote by the MEC Awards Sub-Committee, subject to the approval of the Minerals Education Coalition, SME Foundation Trustees, and SME Board of Directors. The MEC Leadership Award need not be presented in any given year if a suitable candidate is not agreed upon.
<b>Award</b>	The MEC Leadership Award will be a custom Prazen bronze engraved plaque with a raised MEC mountain logo and a \$750 stipend. The awardee may decide to accept the stipend or donate it to their charity of choice engaged in MEC-type education and outreach related to minerals and mining. If he or she does choose to accept the funds for herself or himself, SME will be required to file an IRS Form 1099 for them at the end of the year (\$600 is the federal limit at this time which requires us to send a 1099).
<b>Presentation of the Award</b>	The MEC Leadership Award will be presented at SME's Annual Awards Banquet, held in conjunction with SME's Annual Meeting. In addition, the recipient will be recognized at the SME Foundation's Annual Dinner. The recipient will receive one complimentary ticket to each of these events.
<b>Funding</b>	All necessary expenses incurred with regards to production and presentation of the MEC Leadership Award shall be the financial responsibility of the Minerals Education Coalition.
<b>Amendments</b>	These guidelines may be amended by the MEC Awards Sub-Committee, subject to the approval of the Minerals Education Coalition, SME Foundation Trustees, and SME Board of Directors. Any such amendments must be reflected in all appropriate award documentation.
<b>Questions</b>	Questions may be directed to: Awards Coordinator, SME Member Services Department Phone: 303-948-4208 E-mail: <a href="mailto:awards@smenet.org">awards@smenet.org</a>

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