

# ENVIRONMENTAL DIVISION

## DISTINGUISHED SERVICE AWARD

### Guidelines and Procedures

#### OVERVIEW AND ELIGIBILITY

The Environmental Division Distinguished Service Award was established in 2001 and recognizes members who have significantly contributed to the workings of SME and the Environmental Division and have an outstanding reputation for professionalism and accomplishment.

Eligibility requirements for the Environmental Division Distinguished Service Award are as follows:

1. The recipient must be an active member of SME.
2. It is preferable, though not required, that the recipient be an active member of the Environmental Division.
3. The recipient would preferably have:
  - a. served the Environmental Division in an active and exemplary manner
  - b. served on SME committees or boards
  - c. participated in SME technical programming by chairing sessions or authoring papers of relevance to the Environmental Division
  - d. significantly contributed to the workings of SME and the Environmental Division; and
  - e. established an outstanding reputation for professionalism and accomplishments.

There are no eligibility limitations regarding nationality or membership in the Society, though preference is given to Society members. All candidates must be living at the time of selection.

#### TIMELINE

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

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

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<b>NOMINATIONS</b>	<p>Nominations for the Environmental Division Distinguished Service Award require the following information:</p> <ol style="list-style-type: none"> <li>1. Completed nomination form including demographic and contact information for both the nominee and the principal nominator.</li> <li>2. <b>Required:</b> 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).</li> <li>3. <b>Not required:</b> Up to four additional letters emphasizing the candidates qualifications for the award. (quality over quantity) (1 page each).</li> <li>4. Nominee's biography (2 page maximum).</li> <li>5. Nominee's CV/resume (abbreviated version – 3 page maximum).</li> <li>6. List of papers/publications (abbreviated version – 3 page maximum).</li> <li>7. Appropriate award citation.</li> </ol> <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: <a href="http://smenet.org/awards-recognition">smenet.org/awards-recognition</a></p>
<b>ADMINISTRATION</b>	<p>The Environmental Division Distinguished Service Award is administered by the SME Environmental Division Executive Committee. The Award Committee consists of the members of the Environmental Division Executive Committee with the division chair also serving as chair of the Award Committee.</p> <ul style="list-style-type: none"> <li>• A minimum of three nominations need to be received and evaluated for each award in order to select a winner.</li> <li>• 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.</li> <li>• No person is eligible to receive more than one SME or SME/AIME award in a single year.</li> </ul>
<b>SELECTION OF RECIPIENTS</b>	<p>Recipients of the award shall be selected by a majority vote by the Award Committee, subject to the approval the SME Board of Directors. The award need not be presented in any given year if a suitable candidate is not agreed upon.</p>
<b>AWARD</b>	<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>
<b>PRESENTATION OF AWARD</b>	<p>The award will be presented at the Environmental Division's Annual Luncheon, held in conjunction with the SME Annual Conference &amp; Expo.</p>
<b>FUNDING</b>	<p>All expenses incurred with respect to the award shall be the financial responsibility of the Environmental Division.</p>



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<b>AMENDMENTS</b>	These guidelines may be amended by the Award Committee, subject to approval by the Environmental Division Executive Committee 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 Email: <a href="mailto:awards@smenet.org">awards@smenet.org</a> or SME Member Services Department Phone: 303-948-4200