

## Mile High Denver Chapter Leader of the Year Award

The Mile High Denver Chapter of ARMA will provide an award for the Chapter Leader of the Year.



The Mile High Denver Chapter of ARMA believes that the Chapter Leader of the Year is recognized as a board member who has provided outstanding service and efforts to the Chapter and is therefore deserving of the special award.

The details of the award are as follows:

**Description:** Each year the Mile High Denver Chapter presents the Chapter Leader of the Year award to its outstanding board member for the year. In evaluating the candidates, emphasis is given to the board member's participation in and contribution to Chapter's activities. The outstanding member is also a person who has supported and promoted ARMA objectives.

**Eligibility Criteria:** To be considered for this award, a candidate must meet the following criteria:

- Be a chapter member in good standing for the current ARMA fiscal year (July 1 to June 30).
- Participate in and contribute to the chapter's activities for the current year;
- Must have a positive reputation in areas of ethics, professional responsibility and standards;
- Be a person who has supported and promoted ARMA International objectives.
- Board members cannot nominate themselves.
- Must not have received this award in the past.

**Evaluation:** ARMA International guidelines are used to judge each candidate on the basis of his or her:

- Participation in committee work;
- Performance of position procedures;
- Participation in chapter meetings, seminars or workshops (participation is defined here as helping to plan, arrange or conduct these events, or serving as a speaker);
- Participation in outside activities that in some way assist the chapter or advance the records management profession (e.g., teaching a course in records management, attending or speaking at seminars or workshops that relate directly or indirectly to records, information or knowledge management);
- Publications that pertain to the chapter specifically or to the records, information or knowledge management profession;
- Attendance at Board meetings;
- Attendance at chapter meetings;
- Sponsorship of new members; and
- Bringing guests to chapter meetings.

In evaluating the candidates, emphasis is given to the member's participation in and contribution to the chapter's activities. The outstanding member is also a person who has supported and promoted ARMA International objectives.

This is not intended to be an inclusive list. There may be many factors, such as a candidate's undertaking of a special project on his or her own initiative or at the chapter's request that the Board may wish to take into account when making each board members decision.

**Nominations / Decision making for Board Member of the Year:** In May, each current Board member has the opportunity to provide a nomination for the Chapter Leader of the Year including the reason(s) why. These will be submitted anonymously by e-mail to an address to be provided. The nominations will be considered and evaluated by a special committee which will include the Region Coordinator, Past Chairperson of the Board and non-board chapter members who will hold the nominations in strict confidence. The Chapter shall be under no obligation to present an award, in the case of only one nomination being submitted or no suitable candidate being identified.

**Announcement / Award:** The Chapter Leader of the Year will be announced at the June Chapter meeting. The chapter provides an award inscribed with the name of the Chapter Leader of the Year.