

Mile High Denver Chapter Member of the Year Award

The Mile High Denver Chapter of ARMA may provide an award in an amount up to \$1,000.00 for the Chapter Member of the Year.



This award may only be used in 4 ways:

- 1) It can be used for registration to attend the ARMA International Conference. This expense will be reimbursed when a check request is prepared and includes original receipt. It is at the board's discretion to amend the monetary award as needed.
- 2) It can be used to for ARMA International membership dues, the Mile High Denver chapter dues, all chapter meetings including Spring Seminar for the next chapter year.
- 3) It can be used to make a one time only donation to the ARMA International Education Foundation in the Chapter Member's name.
- 4) It can be used for one (1) sitting for each part of the CRM exam within the next chapter year. The Chapter Member must provide detailed documentation (receipts of examination/application fees) of costs associated with CRM certification.

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

This award is given contingent upon the annual financial health of the chapter; the chapter will not incur debt to meet this commitment. After the annual chapter audit is completed, a determination will be made as to whether the financial criteria can be met.

The details of the award are as follows:

Description: Each chapter of ARMA International presents the Chapter Member of the Year award to its outstanding member for the year. In evaluating the candidates, emphasis is given to the member's participation in and contribution to Chapter's activities. The outstanding member is also a person who has supported and promoted ARMA objectives. Only one name per chapter is to be submitted to ARMA International.

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;
- Chapter members cannot nominate themselves.
- Must not have received this award in the past.

Evaluation: The Chairperson of the Board follows the guidelines provided by ARMA International to judge each candidate on the basis of his or her:

- Participation in committee work;
- 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;
 - Achievements within one's own company or organization;
 - Attendance at chapter meetings;
 - Sponsorship of new members; and
 - Bringing guests to chapter meetings.

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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 Chairperson of the Board may wish to take into account when making his/her decision.

Nominations for Chapter Member of the Year: The Chairperson of the Board solicits nominations for this award from the chapter board and the chapter membership. Nominations should be provided to the Chairperson of the Board no later than May 15th of each year. Nominations will be held in strict confidence. In the event only one nomination is submitted, or no suitable candidates are identified, there is no obligation on the part of the Chapter to make this award.

Announcement / Award: Typically the Chairperson of the Board will announce the Chapter Member of the Year winner at the June Chapter meeting. An announcement will also be made at the ARMA International Annual Conference. ARMA Headquarters provides an award inscribed with the name of the Chapter Member of the Year.