



The Association of Canadian Archivists – Governance Committee - Nominations, Elections and Awards

Fellow of the Association of Canadian Archivists award

Policies and Procedures

Subject:

FELLOW OF THE ACA

Purpose:

The purpose of this award is to recognize individuals whom the ACA wishes to honour for their distinguished service to the archival profession. Fellows retain this distinction for life, provided they maintain their membership with the Association.

Scope:

Any member in good standing who meets the eligibility criteria may be nominated to be as a Fellow of the ACA. The total number of Fellows for the ACA be set at 5% of the membership (approximately 25 Fellows).

Responsibility:

The Governance Committee shall receive and evaluate all nominations.

The Committee shall decide the recipient(s) of the Fellow distinction for each year or decide that no award shall be given and recommend this decision to the Board for approval.

The Board of Directors shall approve the nomination(s) of the Fellows.

Eligibility Rules:

- Current members of the Board of Directors; Governance Committee; Coordinators and Association employees are not eligible.



Selection Criteria:

The following criteria will be applied when nominees are considered for Fellows of the Association.

- Nominee has demonstrated distinguished service to the Canadian archival community and a demonstrated commitment to the ACA, holding membership in the Association for a minimum of seven (7) years.
- Nominee has extensive professional experience in archives or related fields (a minimum of seven (7) years) and their commitment to the profession that has resulted in a measurable and permanent impact on the archival community.
- Nominee's contributions demonstrate achievement in the archival world, which may include leadership in the field, scholarship, and/or other outstanding contribution and which has had a cumulative impact on the archival field.

Nomination and Selection Procedures:

Nominations are made by the membership at large and submitted to the Governance Committee. Bestowing this award shall be based on evidence submitted by the nominator(s) and the criteria outlined for the award. The Committee selects the final recipient(s) by majority vote and submits them to the Board of Directors. Nominations are eligible for two years after which the nomination becomes null and void. Additional supporting documentation may be submitted the second year. Individuals can be renominated one year after a nomination becomes null and void.

Instructions for Submissions:

All nominations must be accompanied by a completed nomination form describing the nominee's achievements, curriculum vitae, short biography, photograph, and three letters of support from members in good standing. Three copies of all materials must be submitted.

Deadline for Submissions:

Submissions must be received by the Governance Committee by February 28th of each year.

Date and Place of Presentation:

Fellows shall be recognized and a certificate presented at the Association's Annual Conference.



Timetable:

Task	Who	When
<ul style="list-style-type: none"> • Competition announcement published in <i>ACA Bulletin</i>, posted to ArcanL and ACA website. 	Governance Committee	Nov.
<ul style="list-style-type: none"> • Nominations submitted. 	Nominators	By Feb. 28
<ul style="list-style-type: none"> • Nominations evaluated. 	Governance Committee	By Mar. 31
<ul style="list-style-type: none"> • Award recommendations communicated to President. 	Governance Committee	By Mar. 31
<ul style="list-style-type: none"> • ACA Board approval of award recommendations. 	ACA Board	By Apr. 30
<ul style="list-style-type: none"> • Recipients notified. 	President	By Apr. 30
<ul style="list-style-type: none"> • Fellows announced and presented. 	President	May or June
<ul style="list-style-type: none"> • Fellows' names publicized in <i>ACA Bulletin</i>, posted to ArcanL and ACA website. 	Governance Committee	July