



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

Honorary Membership Award

Policies and Procedures

Subject:

HONORARY MEMBERSHIP AWARD

Purpose:

The purpose of this award is to recognize individuals whom the ACA wishes to honour for their contribution to the archival profession.

The Honorary Membership entitles recipients to attend the Association's events, including the annual conference, AGM (as a non-voting member), and workshops at individual member's rates.

Scope:

Honorary Membership may be awarded to any individual, not necessarily a member of the ACA nor involved in the archival profession.

Responsibility:

The Governance Committee shall receive and evaluate all nominations.

The Committee shall decide the recipient(s) of the award 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 recipient(s) of the Honorary Membership Award.

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 the Honorary Membership Award.

- Nominee has made significant contributions to the Canadian archival profession.
- Nominee's contributions demonstrate a commitment to the profession that has resulted in a measurable and permanent impact on the archival community.
- Nominee has advanced the goals and objectives of the Association.

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 re-nominated 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, 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:

Honorary Memberships shall be bestowed 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"> • Awards announced and presented. | President | May or June |
| <ul style="list-style-type: none"> • Award recipients publicized in <i>ACA Bulletin</i>, posted to ArcanL and ACA website. | Governance Committee | July |