



Honorary Archivist Award Policies and Procedures

Subject:

HONORARY ARCHIVIST AWARD

Purpose:

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

Scope:

Honorary Archivist may be awarded to any individual or corporate body, normally not 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 Archivist 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 Archivist Award.

- Nominee has made significant contributions to the Canadian archival community.
- Nominee's contributions demonstrate a commitment to the profession that has resulted in a significant 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 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, and three letters of support from members in good standing. Nomination form and related documentation must be submitted electronically.

Deadline for Submissions:

Submissions must be received by the Governance Committee by the third Friday of April (**Friday, April 20, 2018**).

Prize/Benefit

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

Date and Place of Presentation

Honorary Archivists award shall be presented at the Association's Annual Conference.