

DIVISION LEADERSHIP AND SERVICE AWARD

Name of Award

The official name of this honor is "The TAPPI _____ Division Leadership and Service Award." A Division whose award is accompanied by a cash honorarium may choose, however, to name its award after the individual or organization for which the honorarium was established. The recipient is presented with a specially designed lapel pin, and a plaque bearing the individual's name and the awarding Division's name.

Honorarium

A monetary stipend may be established to accompany the Division Leadership and Service Award that are funded by the Division's annual conference or trade fair revenues, an endowment established by a sponsoring company or individual, or an annual gift from a company or individual. A cash honorarium funded by an endowment may be named for the sponsoring individual or company or a designated individual. When a cash honorarium is specifically designated for this Division Award, it cannot be used to accompany the other Division Award unless such use is approved by the sponsor. Cash honorariums that are not specified may be used to accompany either Division Award.

Purpose

The Division Leadership and Service Award was established to recognize an individual for outstanding leadership and exceptional service to the awarding Division which have resulted in significant and demonstrable benefits to the Division's members.

History

The TAPPI Board of Directors in 1965 approved in principle a program of supplemental awards to be granted by technical divisions. In 1985 the Board approved the Technical Operations Council's recommendation for a Division Leadership and Service Award to provide a method to recognize outstanding service to the Association at the Division level. The Association's intent is to recognize current accomplishments; therefore, the presentation of a Division Leadership and Service Award posthumously is discouraged.

Frequency

Each Division may make no more than one Division Leadership and Service Award per year. Shared awards are normally discouraged.

Nominee's Qualifications

The nominee must be an individual whose outstanding leadership and exceptional service in Division activities have resulted in significant and measurable benefits to Division members. The nominee may or may not be a member of the Association but the services cited must have been through direct participation in Division activities. The contributions may be through a single activity or through an accrument of longtime efforts. The only exclusion is that a Division officer, including the immediate past chairman and members of the Division Awards Committee cannot be selected for the Division Leadership and Service Award. Recognition for a retiring Division Chairman is provided by a Past Division's Chairmen's plaque. The nominee's contribution should be apparent in specific improvements made in the Division's activities. Progress and improvement may be evident in such areas as:

- ◆ Direct services to members and industry, e.g., publications, seminars, home study courses, special task forces, committee activities or test methods.
- ◆ Number and involvement of members.
- ◆ Organizational structure of Division including guidance manual, officer training and operating procedures.
- ◆ Management of the Division
- ◆ Public image of the Division, e.g., communications with members and potential members, general public, industry, government or academia.

Nominating Procedures

The screening of possible candidates, the collection of supporting evidence, the selection of the nominee, and the documentation of qualifications should be performed by the Awards Committee of the sponsoring Division. This Awards Committee may be elected or appointed, but in either case it should be representative of the total membership of the Division. For example, it might consist of the current Division chairman, a past division officer still active in TAPPI, and two or more members from the technical committees of the Division.

This Division Awards Committee should entertain nominations from any TAPPI member, but should actively seek nominations from the committees within its own Division. It may also develop its own list of candidates to supplement those received from other sources. The Division Awards Committee is responsible for preserving the stature of the Division Leadership and Service Award, and it should not recommend a recipient unless the qualifications completely meet the established criteria.

Posthumous awards should not be made. One exception to this is where the recipient died between the date of final approval by the Division Chairman and the awarding date. In this case the award may be given posthumously.

To simplify and standardize the presentation of candidates' qualifications, all information concerning Division Leadership and Service Award nominees must be submitted in the form and under the subheadings shown below. The nomination form appears in the Honors Manual.

- ◆ **Name of nominee** and date of nomination.
- ◆ **Personal data**, including vital statistics and education.
- ◆ **Leadership and Service contributions.** This is the most important part of the nomination form and should contain a statement from the sponsor and the Division chairman or Awards Committee chairman stating clearly the leadership and service contributions of the individual and why they are significant to the Division.
- ◆ **Association Service**, including participation in projects and other activities, committee memberships, and service as an officer.

If, in the opinion of the Division Awards Committee, there is a suitable candidate for the Division Leadership and Service Award, the nomination should be transmitted with the necessary supporting evidence to the Division Chairman.

Deadlines for Nominations

The Division Awards Committee should establish a deadline for the receipt of nominations and should notify the Division's committee officers and other interested parties of the deadline date. In setting the date, the Division Awards Committee should take into account the time required for the following sequence of activities:

Selection

- ◆ Review by the Division Awards Committee of nominations received.
- ◆ Submittal of a recommendation by the Division Awards Committee to the Division Chairman.
- ◆ The Division's Council or Steering Committee by a two-thirds vote of the members present at a regular or special meeting grant the Division Technical Award to the candidate proposed by the Division Awards Committee.
- ◆ Notifying the recipient of the Division Leadership and Service Award.
- ◆ Preparation of a presentation speech for the TAPPI President or designate and preparation of an acceptance speech.
- ◆ Entering names on the certificate presented to the recipient.
- ◆ Issuance of appropriate publicity by TAPPI headquarters.

It is estimated that the foregoing requirements can generally be satisfied if the deadline date for receipt of nominations by headquarters is set at least four months prior to the day on which the Award is to be presented.

Announcement

The person selected as a Division Leadership and Service Award recipient is notified as soon as possible, so that public announcement can be made at a favorable time.

Presentation

Presentation of a Division Leadership and Service Award is made by a member of the TAPPI Board of Directors.

All Divisions are urged to have their presentations made at a suitable functional conference, symposium, or comparable TAPPI meeting. When no suitable conference or meeting is available, the Division Awards Committee may request that the TAPPI President make the presentation at the Annual Meeting. In such case, the TAPPI President will make the presentation at such time and in such manner as is deemed appropriate.

Several times in the past, division officers have assembled albums of testimonial letters and/or photographs relating to the recipient and have given them to the recipient just after the presentation of the Award. This is greatly appreciated but not mandatory.