

## ADMINISTRATIVE LETTER

No. 711

Administrative

**Subject:** CHAPTER MEMBER OF THE YEAR AWARD

**Effective Date:** June 15, 2003

**No. Pages:** 2 (3 Exhibits)

**Approved By:** Juanita Skillman, CRM, FAI

**Approval Date:** June 15, 2003

**Reference:** Board of Directors 10/78,  
4/81, 10/84, 7/89, 11/90, 4/02

### *PURPOSE*

Each chapter presents this award to its most outstanding member for the previous year.

In evaluating the candidates, emphasis is given to the member's participation in and contribution to the chapter's activities. The outstanding member is also a person who has supported and promoted ARMA International objectives.

### *ELIGIBILITY*

Any chapter member who has been a member in good standing during the previous ARMA International fiscal year. **Chapter members cannot nominated themselves as Chapter Member of the Year.**

**Only one name per chapter is to be submitted to ARMA Headquarters.**

### *EVALUATION*

The chapter's awards committee selects the Chapter Member of the Year. There are no formal criteria by which to judge candidates as there are for other awards. However, a "Sample Chapter Member of the Year Questionnaire" is offered to assist in selecting a Chapter Member of the Year (Exhibit A). This questionnaire is also part of the Chapter Operations Manual, Section IV: Special Projects. Also included is a "Chapter Member of the Year Suggested Merit Point Value Scale" (Exhibit B).

Each candidate should be judged on the basis of his or her:

- Participation in committee work;
- Participation in Board work (if the candidate is a Board member);

- 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;
- Attendance at Board meetings (if a Board member);
- Sponsorship of new members; and
- Bringing guests to chapter meetings.

This is not intended to be an all-inclusive list. There may be other factors, such as an individual's undertaking of a special project on his or her own initiative or at the chapters request that the committee may wish to consider.

### ***ANNOUNCEMENT***

The Chapter President or person designated by the Chapter President advises ARMA Headquarters Member Services Department and the Region Manager of the Chapter Member of the Year's name by August 1. The name is submitted in writing by mail, fax or e-mail (on Exhibit 711a) by that date.

ARMA Headquarters provides an award inscribed with the name of the Chapter Member of the Year. These are shipped to Chapter Presidents around the time of the Annual Conference and Exhibition.

The chapter may make the announcement of Chapter Member of the Year at any time it deems appropriate. However, the plaques are not shipped to chapters until fall as indicated above. The names of Chapter Members of the Year are printed in the program book for the awards event held during the Annual Conference and Exhibition. Ribbons for Chapter Members of the Year are presented during the meetings held by the Region Managers with their chapters at the Annual Conference and Exhibition.

### ***CANCELLATION***

This AL replaces AL 716 with an effective date of 03/31/97, which is now obsolete.

**EXHIBIT A - AL 711**

**CHAPTER MEMBER OF THE YEAR  
ARMA INTERNATIONAL**

We, the undersigned, respectfully request the Awards Committee's consideration of

\_\_\_\_\_ (Name with correct spelling), of the

\_\_\_\_\_ (Name of Chapter) Chapter to receive the Chapter Member of the

Year Award to be recognized at the Association's Annual Conference in \_\_\_\_\_ (Year).

**EXHIBIT B – AL 711**

**SAMPLE CHAPTER MEMBER OF THE YEAR QUESTIONNAIRE**

NAME \_\_\_\_\_  
COMPANY \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
TELEPHONE \_\_\_\_\_

**I. Attendance**

- A. Number of local chapter meetings attended \_\_\_\_\_
- B. Number of another chapter's meeting attended \_\_\_\_\_
- C. Number of local chapter workshops attended \_\_\_\_\_
- D. Number of local chapter seminars attended \_\_\_\_\_
- E. Number of regional seminars attended \_\_\_\_\_
- F. Attendance at Annual Conference and Exhibition (·) Yes ( ) No

**II. Membership**

- A. Number of prospective new members brought to chapter meeting (first time only) \_\_\_\_\_
- B. Number of new members sponsored within the fiscal year (July - June) under consideration for the award \_\_\_\_\_

(List their Names)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**III. Leadership**

A. Chapter Officer (identify position)

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B. Board Member of Chapter ( ) Yes ( ) No

C. Chair of Chapter Committee (identify)

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D. Member of Chapter Committee (identify)

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E. Association Officer or Board Member (identify)

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F. Chair of Regional Committee (identify)

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G. Member of Regional Committee (identify)

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H. Chair of Association Committee (identify)

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I. Member of Association Committee (identify)

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J. Assistance Given in Promoting the Establishment of a New Chapter  
(identify chapter and actions)

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**IV. Publications and Speeches Within Field of Records and Information Management**

A. Articles or Text Authored and Published

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B. Speaker at Local Chapter Meeting (list date and activity)

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C. Speaker at Another Chapter Meeting (list date and activity)

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D. Speaker at Local Seminar or Workshop (list date and activity)

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E. Speaker at Another Chapter's Seminar (identify)

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F. Speaker at Another Professional Association on a Records and Information Management Topic (identify organization, date and activity)

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G. Speaker as Guest of an Educational Institution (identify)

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H. Speaker at ARMA International Conference and Exhibition (identify)

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V. **Education and Professional Development**

A. List any college level records and information management courses which you have completed within the fiscal year.

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B. Are you a Certified Records Manager?      ( ) Yes ( ) No Year obtained? \_\_\_\_\_  
Has it been maintained and not lapsed?      ( ) Yes ( ) No

C. Advisor of Curriculum Planning for an Educational Institution Within the Field of Records and Information Management (list institution)

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D. Leader of a Workshop Session (list topic and date)

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E. College Level Records and Information Management Courses You Are Teaching

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**VI. Other**

**A. Research Projects**

Please list any research projects conducted out of personal interest or as assignment supported at the local, regional or international level.

The projects may relate to new types of systems or concepts, and should be an informative contribution to the records and information management profession, the Association or the local chapter.

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Identify the extent of your responsibility (such as committee chair, committee member, etc.) when a project has been completed by more than yourself.

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**(NOTE:** Projects done at the request or under the direction of your employer will not be considered.)

**B. Special Contributions Identified by the Committee**

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**EXHIBIT C - AL 711**

**CHAPTER MEMBER OF THE YEAR**  
**SUGGESTED MERIT POINT VALUE SCALE**

The Merit Point Value Scale (see next page) is merely to serve as a guideline to assist a chapter's awards committee in establishing its own evaluation criteria and point scale. The point value scale is an option, not a requirement. It also should not be so restrained as to preclude special recognition of outstanding achievement.

It is the responsibility of a chapter's award committee to determine the point values for special projects.

New chapters that are small and just getting started may not have a need in the beginning to use such a detailed selection system. What is important is that each ARMA International chapter select a Chapter Member of the Year and send the name by August 1 to ARMA Headquarters and to the Region Manager.

Updated 7/02

**CHAPTER MEMBER OF THE YEAR**  
**SUGGESTED MERIT POINT VALUE SCALE**

**POINTS**

- I. **Chapter Attendance**
  - A. Attend Chapter Meetings ..... 5 each
  - B. Attend Chapter Seminar..... 30 each
  - C. Attend Another Chapter’s Meeting..... 5 each
  - D. Attend Annual Conference, Region Event or Another Chapter’s Seminar .. 15 each
  - E. Attend Chapter Board Meeting..... 5 each
  
- II. **Chapter Maintenance**
  - A. (And B.) New Members Recruited ..... 5 each
  
- III. **Leadership**
  - A. Chapter Officer .....50
  - B. Chapter Board Member (other than officer/director) .....30
  - C. Chair of Chapter Committee.....25
  - D. Member of Chapter Committee .....10
  - E. Association Officer or Board Member .....100
  - F. Chair of Regional Committee .....50
  - G. Member of Regional Committee .....25
  - H. Chair of Association Committee.....75
  - I. Member of Association Committee .....50
  
- IV. **Publications and Speeches**
  - A. Publication of Article in Professional Journal on a Records and Information Management or Related Topic ..... 25 each
  - B (And C.) Presentation at Chapter Meetings..... 40 each
  - D. Presentation at Chapter Seminar or Workshop..... 25-40 each
  - E. (And F. and G.) Other Presentations..... 25 each
  - H. Presentation at Annual Conference and Exhibition..... 50 each
  
- V. **Education and Professional Development**
  - A. Complete a College Level Records Management or Related Course.....20
  - B. Earn CRM.....50
  - C. Curriculum Advisor .....30
  - D. Workshop Leader.....15
  - E. College Level RIM Instructor.....75
  
- VI. **Other**
  - A. Research Projects ..... 10-75 each
  - B. Special Contributions Identified by the Committee ..... 10-100 each