

## **AWARDS COMMITTEE**

### **General Description**

The Awards Committee is comprised of a chair appointed by the President, with the approval of the Board of Directors, two Past-Presidents (preferably to include the Immediate Past President) and two persons from the SCA general membership appointed by the President. A Past-President currently serving on the Board may not be appointed chair.

Current awards include: The Sustained Service Award, the James V. Mink Scholarship Award for new archivists and students attending the Annual General Meeting and the Archives Appreciation Award for organizations, agencies, or institutions which support archival programs.

### **Responsibilities**

1. Publicizes awards offered by SCA through announcements in the newsletter and appropriate brochure mailings and AGM open houses.
2. Establishes a deadline for awards nominations to be sent to the committee chair.
3. Distributes nominations to committee membership.
4. Evaluates and selects winners from nominees/candidates for each award in each category on the basis of written award criteria. Note: Criteria policy or eligibility questions are directed to the Chair or Board for clarification.
5. Notifies awardee and other nominees/candidates for each award in each category.
6. Announces awards during the SCA Annual Meeting.
7. Writes articles for the newsletter regarding awards and awardees.
8. Develops ideas and reviews suggestions for new awards.
9. Develops criteria and guidelines, and makes recommendations to the Board.
10. Reports to the Board through a selected Board member liaison. Note: Usually the immediate Past-President, who is a member of the committee.

## **SUSTAINED SERVICE AWARDS**

### **Criteria:**

- a) Appropriate academic education, and professional technical training;
- b) Minimum of twelve (12) years of service to the Society. Such service could include, but not be limited to committee work, elected positions, or special projects.
- c) Contributions of superior quality and usefulness to the Society of California Archivists.

The Sustained Service Award is given on an occasional basis as appropriate.

Nomination forms are published in the SCA Newsletter and distributed to the membership in the Fall.

Applications for selection by the committee are due two months before the AGM Meeting.

Awards are presented at the business meeting of the SCA AGM.

## **JAMES V. MINK SCHOLARSHIP AWARDS**

Scholarships are awarded each year in honor of James V. Mink, long-time archivist at UCLA and the first President of the Society of California Archivists.

The Mink Scholarship promotes the professional development of students preparing to become archivists or archivists who have recently graduated by providing support for attendance at the AGM and a pre-conference workshop.

## **MINK SCHOLARSHIP - ATTENDANCE AT ANNUAL GENERAL MEETING**

### **Criteria:**

Applicants must meet one of the following two criteria:

Enrolled in an archival education program in California, (i.e. a graduate program or a specialized education program sponsored by an archival institution), or is an SCA student member enrolled in an archival program outside the state.

Has completed an archival education program as defined above and has less than one year archival work experience.

Each applicant must submit an application form, including a letter of recommendation from

someone with knowledge of the applicant's archival profession goals.

Applications are sent to the Chair of the Awards Committee with application deadlines set approximately 10 weeks before the AGM.

### **Responsibilities:**

With Board approval, revises the brochure and website information as needed to keep it current with dates and application information.

Notifies membership of the availability of the scholarship and how to obtain an application by writing an article in the last issue of the calendar year Newsletter.

Sends brochure, application form, and cover letter to archival educators, history departments, library schools before the end of the fall semester.

Follows-up with telephone calls or other reminders to archival educators, if necessary, about a month before the deadline.

Duplicates and sends, for immediate distribution to all committee members for their selection decision, completed applications that come to the Chair and are judged eligible and complete.

Orally notifies the scholarship awardee(s) and sends a formal award letter.

Sends letter of thanks to each applicant.

Requests the Treasurer, via an Expense Claim form, to make out scholarship check to awardee(s).

Announces the winner(s) in a newsletter article.

Provides the President with a copy of the awardee's(s') application.

Presents awardee(s) to the membership at the AGM business meeting.

### **ARCHIVES APPRECIATION AWARD**

#### **Criteria:**

The award is sponsored by Metal Edge, Inc which provides the funding for the engraved award.

The award is presented on an occasional basis as appropriate applicants are approved.

A candidate must be an institution, agency or organization which has shown evidence of support for an archival program. This support may be for an inhouse archival program, or for external archival programs or activities. This could include financial support, support for exhibits, support for collection maintenance or development, or similar activities.

Each nominator must submit a letter detailing the scope and depth of support activities to the Chair of the Awards Committee. Letters must be received no later than 10 weeks prior to the Annual General Meeting, but may be submitted at any time prior to that.

Winners are presented the engraved award at the Annual General Meeting of the Society. The award remains in permanent custody of the winner.

**Responsibilities:**

Notifies membership of the availability of the award, soliciting nominations.

Distributes nominations to Awards Committee members.

Conducts committee vote on candidates.

Notifies award designer of the appropriate wording for the award including:

Name of Sponsor: Metal Edge, Inc

Name of organization: Society of California Archivists

Name of winner:

Date of presentation:

Name of Award: Archives Appreciation Award

Receives award from designer and transmits invoice to Metal Edge, Inc.

Presents award at Annual General Meeting.

AWARDS.COM 5/93 dmc, 6/93 bh, 1/2005 cw/jae