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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 able to serve (preferably to include the Immediate Past President) and two persons from the SCA general membership appointed by the President. Note: No Past-President currently serving on the Board may be appointed chair.

Current awards include: The Sustained Service Awards; and the James V. Mink Scholarship Awards for the Annual General Meeting and the Western Archives Institute.

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 seven (7) years of professional experience in any of the fields encompassed in the archival profession;
- c) Contributions of superior quality and usefulness to the profession through work in or for the Society of California Archivists.

The Sustained Service Award is given every five years or 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 (TWO)

Two 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 first Mink Scholarship promotes the professional development of students preparing to become archivists by providing support for attendance at the AGM and a pre-conference workshop.

The second Mink Scholarship promotes archival education by supporting participation in the Western Archives Institute.

FIRST 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 six weeks before the AGM.

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

Responsibilities:

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. Note: To reach students taking only a fall archival class.

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 and sends a formal award letter.

Sends letter of thanks to each applicant.

Requests the Treasurer, via an Expense Claim form, to send scholarship check to awardee.

Announces the winner in a newsletter article.

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

Presents awardee to the membership at the AGM business meeting.

SECOND MINK SCHOLARSHIP - WESTERN ARCHIVES INSTITUTE SCHOLARSHIP

The Chair coordinates the deadline for this Mink Scholarship with the WAI Management Committee before producing the current brochure.

Chair sends the WAI Administrator sufficient brochures for the mailing of application forms (usually January 1). Note: WAI forms will have a check-off for applicants applying for the scholarship.

Criteria:

Actively engaged in archival work without formal archival training.

Needs assistance as indicated by degree of institutional support, status of employment, or current academic program attendance.

Selection Procedure:

WAI Management Committee selects five (5) candidates from submitted applications; these applications, unranked, are forwarded to the Chair of the Awards Committee.

Winner selected by the Awards Committee.

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

Requests the Treasurer, via an Expense Claim form, to send scholarship check to awardee.

Announces the winner in a newsletter article.

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

Presents awardee to the membership at the AGM business meeting.

Committee meets at the SCA AGM and confers throughout the year as appropriate.