



**AMICCUS-C Award of Distinction
Terms of Reference
Approved by the Board of Directors on August 21, 2014**

Purpose and Philosophy

The purpose of this award is to recognize and honour outstanding leaders in AMICCUS-C who have made significant contributions to the post-secondary students' association movement.

Criteria for Selection

Through his or her work with AMICCUS-C and on campus, this member has attained distinction for his/her efforts to improve students' associations on a local and national level.

- The students, faculty, staff, and alumni at the member's institution recognize him/her as having the highest level of integrity, and as a leading campus contributor to the quality of student life.
- This member is proud to be a part of students' association movement and achieves a high standard of performance, service and professionalism in the field.
- The member has participated in the students' association movement as a professional for a minimum of five years.

Nomination and Selection Process

- Only members of AMICCUS-C are eligible to nominate other members.
- Only one nomination is necessary for a member to be considered for the award.
- A member may be the recipient of the award only once.
- Nominations will only be accepted in the form and manner as described herein.
- The Board of AMICCUS-C will act as the Selection Committee.
- The Administrator and Communications Director will annually solicit nominees from the membership.
- The Selection Committee will select a recipient based on, but not limited to, the information provided as per Part 2 of the Nomination Application (see Appendix A). The Selection Committee will also consider the total number of nominations received, the strength of nomination applications, and the achievements of the nominee in its award decision.
- More than one award may be presented in any given year, and no award may be presented in a year where no acceptable nominations are submitted.
- To ensure that a successful nominee(s) has sufficient time to make travel plans to attend at the upcoming National Professional Conference, the Administrator and Communications Director will initiate a call for nominations to the membership in Fall, with nominations due the last day of February of the of the next calendar year. The Selections Committee will deliberate during March and select and notify recipient(s) prior to the end of March.

- In the event that a member of the Selection Committee is nominated for the award, the member must accept the nomination or decline. In the event that a Selection Committee member accepts a nomination, the individual must immediately resign from the committee.
- The award will be presented at the annual National Professional Conference's closing banquet, and award highlights will be posted and maintained on the AMICCUS-C website.

Appendix A

Nomination Application

Part 1

Please provide as much information as possible about the nominee:

- Name, present position, member association, address, telephone, e-mail, number of years involved with AMICCUS-C (to your knowledge)

Part 2

Please include information on the following:

- Why should this individual be honored by the AMICCUS-C Award of Distinction?
- Present and past positions in student associations/unions and student activities field
- Service to AMICCUS-C (local, regional, and national)
- Service to the nominee's own campus(es)
- Service to other professional organizations (if applicable)
- Community activity
- Other qualifications or comments

Part 3

- Nominator's name, member association, address, telephone, fax, and e-mail