



**AMICCUS-C Builders Category Award
Terms of Reference
Approved by the Board of Directors on April 22, 2021**

Philosophy

The Builders Category is presented to an individual in recognition of their outstanding contributions and demonstrated long-term commitment to AMICCUS-C, contributing to the organization's existence advancing the organization's development. Most "distinction" recognition programs contain a "Builders Category" designed to recognize lifetime contributions for individuals who contributed to the growth and development of the organization at a time when the organization was in its infancy or prior to the creation of any type of recognition program. AMICCUS-C is committed to consider this type of an initiative to recognize founding members and those that have contributed to the organization's growth, and in turn demonstrates recognition of the maturity of the organization over the years.

Purpose: Celebrate and acknowledge the accomplishments of past leaders through the Awards Committee and adjudication by the Board of Directors who are designated with recommending a list of nominees for consideration/approval.

Objective:

- To formally complete the first recognition of Builders at the 45th anniversary in 2022.
- To formally recognize a minimum of 10 Builders prior to the 50th anniversary in 2027.

Criteria for Selection for Nominees:

- Currently inactive within the profession (deceased, moved to another profession, or retired);
- Must have been a professional staff member at a member organization and active within AMICCUS-C for a minimum of ten cumulative years;
- Only open to individuals;
- Significant contribution to furthering the mission of AMICCUS-C;
- Significant weight will be placed on service longevity on the Executive Board, committees, subcommittees, or working groups of AMICCUS-C, in an effort to recognize and acknowledge that Builders would play a consequential role in governance of the organization.

Nomination Application and Selection Process:

Nomination package must include:

1. As much information as possible about the nominee: Name, duration of involvement with AMICCUS-C, positions held with organization, member association(s) during service to AMICCUS-C, address, telephone, e-mail (or same contact information for representative ie. next of kin of nominee);
2. At least two testimonials letters that demonstrate that the nominee has: been a significant positive influence on others in the sector; exhibited the highest caliber of professional conduct; made a significant contribution to the development of AMICCUS-C over a sustained period of time; and, shown selfless devotion to others.

3. Information such as why should this individual be honored by the AMICCUS-C as a Builder including: past positions in AMICCUS-C and 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; and, other qualifications or comments.
4. Nominator's name, member association (if applicable), address, telephone and e-mail. Notes to Nominators:
 - 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 AMICCUS-C Executive Director and Communications Coordinator will solicit nominees from the membership and with the support of the Awards Committee and other adhoc members that support connection with AMICCUS-C alumni.
 - The Selection Committee will weigh a recipient based on, but not limited to, the information provided in the Nomination Application. The Selection Committee will also consider the total the strength of nomination applications, and the achievements of the nominee in its award decision.
 - More than one award may be presented at any recognition date (on the 5th anniversary increments for AMICCUS-C), and no award may be presented in a cycle where no acceptable nominations are submitted.
 - To ensure that a successful nominee(s) or their representative have sufficient time to make travel plans to attend at the upcoming National Professional Conference, the Executive Director and Communications Director will initiate a call for nominations to the membership each 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) or their representative prior to the end of March.
 - 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.
 - Nominations, including testimonial letters, shall be submitted to Shari Hildred, Executive Director via email at amiccus@gmail.com or can be submitted using the webform on the AMICCUS-C website.