



**AMICCUS-C Lifetime Achievement Award**  
**Terms of Reference**  
**Approved by the Board of Directors on September 24, 2020**

**Purpose and Philosophy**

The Lifetime Achievement Award is presented to an individual in recognition of their outstanding contributions and demonstrated long-term commitment to advancing the post-secondary students' association movement. This person is recognized by their peers as having made inspirational, significant, long-lasting impacts in the post-secondary students' association sector, and they will have advocated for the goals and values of the Association of Managers in Canadian College, University and Student Centres.

**Criteria for Selection**

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

1. Long-term Commitment to Advancing the post-secondary students' association movement: This individual will be a dedicated staff person or retiree, who has significantly affected the sector. Their efforts will have promoted and improved the post-secondary students' association movement in their school, province or pan-Canadian wide.
2. Outstanding Leadership & Advocated for Vision, Mission and Values of AMICCUS-C: This individual will have demonstrated clear leadership qualities as well as endorsed and advanced the vision, mission and values of AMICCUS-C through their work. The vision, mission and values of AMICCUS are:

**Vision Statement:** AMICCUS-C is recognized nationally as the innovative leader in supporting professional staff to significantly enhance the student experience at Canadian post secondary institutions.

**Mission Statement:** As innovative, diverse, and professional staff leaders our mission is to support the post secondary student experience in Canada. We offer members opportunities for learning and leadership development to fulfill and enhance their organizations.

Values represent what is fundamentally important to our professional association - they guide our behaviour and decision-making. At AMICCUS-C we aspire to five core values.

**Innovation:** We collaborate to create visions of the future for our unique and dynamic student union environments. Together we work to recognize new opportunities for our membership to be innovative and relevant to the students our organizations collectively serve.

**Communication:** We are committed to transparency, timeliness and clarity in communicating with our membership and depend on the cooperation of all members to help create a network of strong relationships based on open exchange of ideas and information.

**Diversity:** We actively welcome and value all members, and ensure the sustainability of our professional association by embracing diversity, fostering inclusiveness and striving to meet the needs of all member organizations.

**Leadership:** We demonstrate leadership by focusing on best practices and are dedicated to excellence and efficiency in the management of the association's resources. We collectively inspire and mentor our students towards excellence using trust, respect and encouragement. We integrate ethics with excellence in all that we do.

**Learning:** We offer a learning community that supports and inspires the professional development of our members. We act as a catalyst and a resource for sharing support and knowledge, and provide opportunities for networking and conferences that inform and educate our members, and allow us to learn together and from each other.

This leadership can be seen through efforts such as professional work, participating in professional development opportunities and activities, such as, but not limited to, those offered by AMICCUS-C, and serving as a board director.

3. High Standards: This individual will have shown a clear understanding of recognized best practices as well as AMICCUS-C standard and ethics, and will have applied these standards in their professional work.

#### **Nomination and Selection Process**

- Only delegate members of AMICCUS-C are eligible to nominate other members or retirees. Posthumous nominations will be accepted.
- Only one nomination is necessary for a delegate member to be considered for the award.
- A delegate 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 AMICCUS-C Executive Director and Communications Coordinator 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 Lifetime Achievement Award?
- 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