

## **REC-102: Outstanding Service Award – July 15, 2010**

### **Purpose**

Awards for outstanding service are presented to recognize INCOSE members who have contributed significant volunteer effort on behalf of INCOSE.

### **Eligibility**

Nominees for the Outstanding Service Award must have been INCOSE members for a minimum of five (5) years. Under exceptional circumstances, the Board of Directors may waive this requirement.

Candidates must have volunteered significant and arduous effort on behalf of INCOSE either in one act of outstanding service or through extended contributions in one (1) or more of the following three (3) areas:

1. Service at the international, national, or local level in an elected office as a chair, or as a leader of a task force, advisory group, or working group;
2. Service at the international level as an editorial, publication, or symposium leader; or
3. Service at the international level as an advocate or liaison with other professional, scientific, public, or humanitarian organizations.

Service compensated by INCOSE or performed to retain certification as a Systems Engineering Professional may not be used as qualification for this award.

### **Nomination**

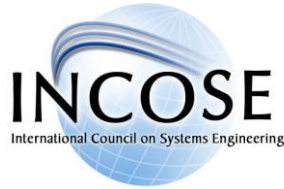
Nominators must be INCOSE members and may not self-nominate.

Posthumous nominations will not be accepted.

The nominator shall assemble the nomination package - that consists of the following:

#### *Candidate name and description*

- Name of candidate
- Accomplishments vs. Outstanding Service Award Criteria
- Proposal for the citation



*Letters of Support provided by the nominator and at least three (3) other people. These letters are limited to two (2) typewritten pages, and should provide:*

- Name of Nominator/Supporter,,
- Basis of knowledge about the candidate,
- Evaluation of the candidate against the Service Award Criteria on a scale of 1 (low) to 10 (high).

Those writing letters of support should have the candidates' information and qualifications available to them, but all letters of support should be independently written.

The nominator shall assemble the nomination package and submit the nomination package to the Chair of the Honors & Awards Committee not later than 28 February for consideration. Nomination packages received after that date will not be considered for this award.

Nomination packages that are not awarded in the year they are submitted may be resubmitted for consideration the following year if the nominator so desires.

### **Selection**

Approval of Outstanding Service Awards shall be made by the Board of Directors upon recommendation of an Honors and Awards Committee (see CMT-100), except for awards to the retiring President, and outgoing officers and directors, which require no approval.

### **Presentation**

There is no limitation on the number of Outstanding Service Awards presented annually. Award recipients will be notified as soon as reasonably possible after award approval. Presentation will be made in a plenary session either during the International Workshop or during the symposia.

### **President's Service Award**

Upon completion of term as President, a gavel and plaque shall be presented to the retiring President.

### **Officers / Directors**

Upon leaving the Board of Directors, the voting members as defined in BOD-100 shall be presented with a plaque.

**SUPERSEDES:** April 17, 2009

**APPROVED BY:** INCOSE Board of Directors, Chicago, IL USA, July 15, 2010

**MAINTAINED BY:** President-Elect