
Purpose

INCOSE shall award Certificates of Appreciation, as appropriate, to INCOSE members and non-members to recognize notable individual contributions to INCOSE.

Eligibility

This award is applicable to INCOSE members and non-Members.

INCOSE Certificates of Appreciation are awarded to recognize notable individual contributions to INCOSE Boards, Chapters, Committees, Events, Panels, Symposia or other activities.

Nomination

The responsible Chairperson shall accept nominations for Certificates of Appreciation from their respective organizations.

Selection

The Board of Directors, Corporate Advisory Board, and Technical Operations shall determine who is awarded a Certificate of Appreciation at their discretion.

For those nominees assessed as meeting the eligibility criteria, the Chairperson shall complete and sign a Certificate of Appreciation Form with the recipient’s name, date and a brief description of the reason for the award.

Completed forms shall be sent to the INCOSE President for countersignature. Countersigned forms shall be returned to the applicable Chairperson or to INCOSE Administrative Office for presentation to the nominee.

The INCOSE Administrative Office shall be responsible for all administrative functions including award creation, distribution and maintenance of records of Certificate of Appreciation Awards.

Presentation

There is no restriction on the number of Certificates of Appreciation that may be awarded in a single year; however, due consideration shall be made to maintaining the prestige of the award.

The INCOSE Administrative Office shall provide blank Certificate of Appreciation Forms and may assist in sending signed forms to the recipient. As a goal, Certificates of Appreciation are to be
awarded to the nominees within 45 days of the completion of the contribution for which they are being recognized.

SUPERSEDES: REC-108 dated July 15, 2010
APPROVED BY: INCOSE Board of Directors, Jacksonville, Florida, USA, January 25, 2012
MAINTAINED BY: President-Elect