



## **REC-105: Founder's Award – 29 January 2020**

### **Purpose**

The Founder's Award is a highly prestigious award intended to recognize an individual INCOSE member who has made major contributions to INCOSE, be they a single event or significant events over sustained period of service.

### **Applicability**

This policy applies to INCOSE regular and senior members.

### **Definitions**

None

### **Eligibility**

Contributions should be of a highly significant nature and contribute positively to the advancement of INCOSE or an INCOSE Chapter. Some examples of such contributions include, but not be limited to: extending INCOSE's international growth, developing new Chapters, significantly advancing INCOSE's professional status and making significant personal commitments to INCOSE such as long-term service in a leadership role.

### **Nomination**

Any INCOSE member in good standing may initiate a Founder's Award nomination but they may only nominate or provide a letter of reference for one (1) Founder per year. The nominator shall prepare a nomination letter describing the nominator's qualifications for making the nomination and the contributions made by the nominee that qualify them for consideration for this award. The nomination letter must be accompanied by a minimum of three (3) detailed letters of support, each letter from a different INCOSE member other than the nominator, who are also members in good standing. At least one letter of support shall be from a member of the INCOSE Board of Directors, an INCOSE past President, an Associate or Assistant Director, an INCOSE Fellow, a working group Chair/Co-Chair, or a Chapter President or President-Elect. Each letter of support shall state the supporter's qualifications for supporting the nomination and why they believe the nominee is qualified for consideration for this award.

Posthumous nominations shall not be accepted.



The nominator shall assemble the nomination letter and letters of support into a nomination package and submit the nomination package to the Chair of the Honors and Awards Committee no later than 28 February for consideration. Nomination packages received after that date will not be considered.

### **Selection**

The Honors and Awards Committee (refer to policyCMT-100) shall evaluate the Founder's Award nomination packages and make a rank-ordered recommendation to the Board of Directors with a maximum of three (3) candidates for the Founder's Award. The Board of Directors shall approve the Founder's Award recipient at the Second Calendar Quarter Board of Directors Meeting by voted resolution.

The approval and notification process shall ensure confidentiality pending final notification as follows: Once the Board of Directors' approval decision is made, the Chair of the Honors & Awards Committee shall notify nominators of those who did not receive an award, within one month after 2Q BOD meeting. Likewise, the Chair of the Honors & Awards Committee shall notify the successful award nominators and recipients within one month after 2 Q BOD meeting.

Citations shall be provided by the Chair of the Honors & Awards Committee to INCOSE Admin in order to support preparation of the award material.

### **Presentation**

One (1) Founder's Award shall be presented annually at the International Symposium. *Under special circumstances, the Board of Directors' may approve more than one award recipient in any one year.*

This award shall be announced at the annual International Symposium. INCOSE shall prepare a press release to coincide with the ceremonial presentation of the Founder Award. The recipient shall be asked to keep the information confidential until presentation.

Recipients of the Founder's Award shall be granted for their personal use, free registration to the International Symposium in the year of their award. If at this event a social evening is offered, two (2) complimentary tickets to this function shall also be offered.

### **Responsible Position**

Honors and Awards Committee Chair

### **Related Policies**

CMT-100: Committees



**SUPERSEDES: REC-105 dated 26 April 2019**

**APPROVED BY: INCOSE Board of Directors, Torrance CA, 29 January 2020**

**POLICY OWNER (RACI Responsible R): Honors and Awards Committee Chair**

**MAINTAINED BY (RACI Accountable A): President**