



AMIA

Awards Manual

Revised 2005

Awards Committee Mandate

The Awards Committee is responsible for soliciting and receiving from the AMIA membership on an annual basis the names of suitable candidates to receive AMIA's Silver Light Award and Dan & Kathy Leab Award. The Awards Committee receives and considers recommendations from the membership as part of the process of preparing a list of nominees for the awards. The Committee presents its nominations to the AMIA Board of Directors, which selects the final recipient of each award. The committee also coordinates, with the AMIA President and the Chair of the Education Committee, the awards luncheon at the conference.

The Awards Committee may review the purpose and criteria for existing or proposed awards and may make recommendations thereon to the AMIA Board as they deem appropriate.

Awards Purpose

Silver Light Award

The purpose of the Silver Light Award is to recognize achievement in archival work relating to moving images. Measures of achievement may include substantial contributions to the field over an extended period, leadership in the field, work in professional societies or other professional activities, writings or publications, preservation and restoration projects, innovations that advance the cause of preservation, or patronage donated to archives or archival projects. Individuals, institutions and organizations are eligible for the Silver Light Award. Nominees need not be AMIA members. The award may be given posthumously.

Dan and Kathy Leab Award

The purpose of the Dan and Kathy Leab Award is: to acknowledge the contributions of moving image archivists who seldom, if ever, have an opportunity to be recognized outside of their own institutions; and, in a larger sense, to call attention to the important work being done on a daily basis by all archivists throughout the moving image archive community.

Nominees for the Dan and Kathy Leab Award must work in a moving image archive, or with moving image collections and must have made a significant contribution to their institution or the field as a whole, either in the form of notable achievement or special projects, or through the noteworthy performance of daily tasks carried out over a long period of time. Nominees need not be AMIA members.

The Board has indicated its preference that winners be present at the luncheon. In the event an award is given posthumously, or that an award winner is unable to be present, a suitable representative of the winner should be contacted to attend the luncheon to accept the award. Should any problems arise concerning a winner's attendance,

members of the Board and the Awards Committee shall discuss the matter and come to a resolution of any problem.

Awards Committee Composition

The Awards Committee should be composed of a Chairperson, a Board liaison, and at least three (3) AMIA members representing the diverse interests, regions and institutions of AMIA. It is preferred that one member of the committee should have served on the committee during the previous year. The current Committee Chair may make a nomination for the upcoming Chair to the Board. The Chair shall be nominated and approved by the AMIA Board and is responsible for recruiting members of the committee. Committee member names shall be submitted to the Board for approval during or soon after the annual conference. Membership in the committee is subject to annual renewal.

Awards Committee Procedures

The Committee Chair will coordinate all aspects of the Awards Committee process, moving the committee's work forward through e-mail and conference calls as necessary. The Committee shall also coordinate, with the Education Committee Chair and the AMIA President, the Awards Luncheon at the annual conference.

All Committee members are encouraged to make nominations as well as solicit and receive them, in addition to their duty to adjudicate amongst all nominations received. More than one nominee may be selected for any award. Members of the Awards Committee are not eligible for the Silver Light or Dan and Kathy Leab Awards.

The Board liaison may be, but is not required to be, part of the nomination and recommendation process.

All deliberations of the Awards Committee shall be confidential. Each year's Committee shall determine whether any or all nominations should be passed on to the next year's Committee.

The Board is free to reject any of the names forwarded to it by the Committee and choose a winner or winners independent of any of the Committee's recommendations.

Once winners' names have been chosen by the Committee, the Board liaison will forward the names to the Board for its deliberation in a timely manner. Time is of the essence at this stage, as the Board will need plenty of time to contact the winners and confirm their willingness to accept and/or ability to attend. In the event a winner states that he/she is unable to accept, the Board will have more time for selection of another nominee as winner. In the event that a nominee refuses the award, the President will advise the Board and the Awards Chair in a timely manner so that an alternate selection can proceed.

If need be, conference calls for the Committee may be arranged through the AMIA office. The AMIA office will cover mailing and telephone costs for the operations of the Awards Committee, with any further costs to be approved in advance by the AMIA

Board.

Call for Nominations

Awards nomination forms for the upcoming year will be available at the Awards Luncheon and on the association's website. Forms that are completed at the Awards Luncheon shall be given to the current Awards Chair.

Further calls for nominations will be made through the first winter AMIA Newsletter of the calendar year, and via the AMIA listserv in March and April. The deadline for nominations is April 30.

The ability to nominate someone for an award is a privilege of membership in the association. No non-members may make nominations. Notice of this shall be posted on the website and on any forms for nomination.

Adjudicating Nominations

The Awards Committee Chair shall calendar upcoming deadlines and notify all Committee members of them.

The deadline for receipt of all nominations is April 30. On April 30, all names submitted to the Chair shall be forwarded to the Committee members for their consideration. The Chair shall set a reasonable and timely deadline for the Committee to have completed consideration of the nominations and to discuss said nominations by conference call in order to reach a consensus.

The Awards Committee shall convey its final recommendations for award winners to the AMIA Board Liaison by June 30.

The Board will approve the nominations or make its own nominations for winners, and will finalize its decision at or before the late summer Board meeting.

Notifying Award Winners

The suggested protocol is that the AMIA President will first notify Dan and Kathy Leab of the Leab Award winner, and will then notify the Leab and Silver Light Award winners of their status. The President is to notify the award winners first by telephone and then with a letter of confirmation.

The Silver Light Award Winner is encouraged to attend the annual conference. AMIA will reimburse his/her costs of coach airfare (or equivalent) upon receipt of original receipts. The Association will provide the Silver Light winner with two nights in the conference hotel (usually the night before and the night of the awards luncheon) and a complementary conference registration.

Leab Award Winners are asked to attend the annual conference without AMIA paying for travel or other expenses. Leab award winners will receive complimentary basic conference registration but will not cover fees for attending additional events. In the

event that a Leab Award winner cannot obtain support funding from his/her home institution, then the Board and the Awards Committee shall confer and decide, on a case-by-case basis, whether or not to pay any or all fees for the Leab Award winner to attend the conference.

At the discretion of the Chair and if known, the Awards Committee can choose to notify those members who made successful awards nominations.

The Chair of the Awards Committee will arrange to have articles on the Award winners written for the AMIA newsletter.

Presenting Awards

The AMIA office shall prepare the Silver Light and Leab awards, as well as certificates for scholarship and fellowship awards, for presentation at the awards luncheon.

The Chair of the Awards Committee will work with the President and the Chair of the Education Committee to determine the agenda and presentation protocol for the Awards Luncheon. The Awards Committee Chair should remind the Education Committee Chair that the order of presentation of scholarship and fellowship awards should change from year to year.

In order to include them in the association's processes and to facilitate seating of all winners, guests, and members at the luncheon, winners of the previous year's scholarships and fellowships are to be asked to assist at the luncheon by taking tickets, assisting with seating protocol, and other duties as assigned by either the Education Committee Chair or the Awards Committee Chair.

The AMIA President will host the Awards Luncheon and will preside over presentation of awards.

At the luncheon, tables will be reserved for:

- Awards winners
- Awards winners' guests (one guest per winner)
- Award, Scholarship, and Fellowship Sponsors
- Awards Committee members
- Education Committee members
- Board members

Guests of the award winners will not be required to pay for a ticket for the Awards Luncheon.

Drafted by Ern Dick, 1999 Awards Committee Chair

Revised by Robert Dirig, 2005 Awards Committee Chair