



AMIA

AWARDS HANDBOOK

AMIA Awards Handbook v 2.0

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AMIA AWARDS COMMITTEE

AMIA honors individuals' and organization's professional achievements as well as contributions made to the Association and/or the archival community, through its Awards Program. All honorees are leaders who exemplify the values and practice the principles outlined in AMIA's governance documents.

This Awards Handbook is intended to assist with managing AMIA's Awards Program and is designed to serve three purposes:

- To provide transparent policies, rules and protocols governing AMIA Awards.
- To provide continuity and consistency of practice from year to year.
- To document changes in the process.

BOARD OF DIRECTORS

The Board will establish the number of committee positions open on the Awards Committee and will issue a call to the membership asking for expressions of interest and nominations for service on the Committee before finalizing the roster each year.

The Board oversees the Committee and reviews its recommendations for awards and travel grants.

During their term of service, Board members may not participate in the nominations process for awards. However, the Awards Committee may contact board members individually or as a group for information on nominees or for recommendations should it be needed, at the Committee's discretion.

During their time of service, Board members are not eligible to receive awards.

The Board Liaison (appointed by the Board) does not participate in nominations or recommendations, but is available for questions and information as needed by the

Committee. The liaison has observer status in committee work, but cannot participate in decision making.

AWARDS COMMITTEE

The Awards Committee is a Committee of the Board. Committees of the Board are established and appointed by the Board to represent or advise the Board in developing and administering the business and services of the Corporation.

Members of such committees, including the chairperson, shall be appointed by and shall serve at the direction of the Board. A Committee of the Board shall have such powers and authority as shall be granted by the Board.

The Award Committee is composed of a Chairperson and at least four (4) AMIA members representing the diverse interests, regions and institutions of AMIA. It is preferred that at least two members of the Committee served on the committee during the previous year and that membership on the Committee should change over time.

The Committee works to identify nominees that exemplify the criteria of each award to the best of its knowledge.

During their time of service, committee members are not eligible to receive awards.

The Committee administers AMIA's annual awards, including the Silver Light Award, William S. O'Farrell Volunteer Award, Alan Stark Award, and Ray Edmondson Advocacy Award. The Committee works to recognize excellence in each of these awards reflecting AMIA's broad membership.

The Committee in collaboration with the AMIA Office is responsible for publicizing the awards program, announcing the awards that will be presented, and encouraging and submitting nominations. The Committee reviews nominations and makes formal recommendations to the Board for each award.

The Committee reviews each nomination according to the overall policy and in the stated terms of the particular award (Appendices A-E).

The Committee reviews the appropriateness of existing AMIA awards at least every three years to ensure the awards conform to AMIA goals and consistency of application. The Committee recommends to the Board any modifications or suspension of existing awards as well as suggesting and reviewing new awards.

All deliberations of the Committee shall be confidential.

AWARDS PROCESS

NOMINATIONS

The Committee Chair will coordinate all aspects of the Awards Committee process, moving the Committee's work forward as necessary. The Committee chair works with the AMIA Office to solicit and prepare nominations from the membership for consideration by the Committee.

Committee members are encouraged to make nominations as well as solicit and receive them. Committee members may consult with board members, the office, committee chairs and committee members, as well as individuals in the membership for recommendations and nominations.

All nominees will be given equal consideration without preference for how the nomination was received or number of nominations for a single nominee.

The Committee reviews each nomination according to the overall policy and in the stated terms of the particular award (Appendices A-E).

RECOMMENDATIONS TO THE BOARD

The Committee will recommend recipients to the Board for each award. The recommendation will include a statement for each nomination that reflects the nominee's achievements in the award category. The statement may also be used in announcements about the award.

The Committee will prepare a runner-up recommendation to the Board for each award that includes a statement for the nomination. The runner-up recommendation will not be submitted unless requested by the board. If no runner-up nomination is available it will be noted in the recommendations to the Board.

The list of recommendations with statements is forwarded to the Board Liaison and the AMIA Office to be added to the Board's meeting agenda to review for approval.

In a case where the Board chooses not to accept a recommendation, a meeting between the Board and Committee will be scheduled to discuss the runner-up nomination.

Nominations which were considered worthy by the Committee may be forwarded to the incoming Committee Chair for consideration in the next year. The Chair should contact the nominator for any updates to the nomination.

AWARD RECIPIENTS

Once the board has voted on the nominations, the committee will work with the board liaison and/or the office to determine who will contact each award recipient.

In the event that a nominee elects not to accept the award, the committee will submit the name of the runner-up to the board for a vote.

AWARDS PRESENTATIONS

Award recipients are recognized at the AMIA Annual Conference.

AWARDS TIMELINE

- March 30 The Committee will work with the AMIA Office and Board Liaison to complete an online form for nominations for each award.
- April 15 First call for nominations to the AMIA membership sent through the AMIA listserv. Subsequent calls through the Newsletter and social media as well as reminders throughout the nominations time.
- June 30 Nominations deadline.
- July 15 All nominations are presented to the Committee for consideration.
- August 15 Final recommendations sent to the Board Liaison and the AMIA Office to be placed on the Board's agenda.
- August 30 The Board will notify the Committee Chair of the vote.
- September 7 The Committee and Board Liaison and/or AMIA office will determine who will notify recipients and request any needed information (ie. Photos, bio).
- September 17 Notifications complete.

APPENDIX A: AWARDS OVERVIEW

AMIA honors individuals' and organization's professional achievements as well as contributions made to the Association and/or the archival community, through its Awards Program. All honorees are leaders who exemplify the values and practice the principles outlined in AMIA's governance documents. The Awards Committee accepts nominations from AMIA members for each award as noted.

APPENDIX B: SILVER LIGHT AWARD

AWARD DESCRIPTION

The Silver Light Award recognizes outstanding professional achievement in the field of moving image archiving. Individuals, institutions, and organizations are eligible for the Silver Light Award.

The award may be for contributions over an extended period or for a single outstanding contribution. Areas of achievement may include

- Creative leadership or innovation benefiting the field
- Service beyond their own institution at the state, and national/international level;
- Leadership effecting positive changes in the profession
- Writings or publications, preservation and restoration projects, innovations that have resulted in significant impact or advancement of the field
- Exhibition of exceptional courage for the benefit of moving image collections or the field

Nominees need not be AMIA members. The award may be given posthumously.

AWARD REVIEW

- Does the achievement(s) rise to the level of excellence in the field?
- How has the achievement(s) impacted the field?
- Does the nominee reflect the core values and ethos of AMIA as outlined in AMIA's governance documents?

APPENDIX C: WILLIAM S. O'FARRELL VOLUNTEER AWARD

AWARD DESCRIPTION

The William S O'Farrell Volunteer Award recognizes individuals who have made significant contributions to AMIA and to the field through service as a volunteer.

The award may be for contributions over an extended period or for a single outstanding contribution. Areas of achievement may include

- Significant contribution to AMIA in the form of notable achievement or special projects
- Noteworthy volunteer service carried over an extended period of time

Nominees must be AMIA members.

AWARD REVIEW

- How has the nominee's volunteer efforts impacted the organization?
- Is the nomination for a special project or long-term volunteer efforts?
- Has the nominee inspired others to service?
- Does the nominee reflect the core values and ethos of AMIA as outlined in AMIA's governance documents?

APPENDIX D: ALAN STARK AWARD

AWARD DESCRIPTION

The Alan Stark Award honors individuals who have made a significant contribution through their efforts on a special project or in project management that contributes to, and supports, the work of moving image archives and/or the operations of AMIA. Nominees must be AMIA members.

Outstanding contributions may be in the form of projects that:

- Have advanced the field
- Advanced an institution
- Streamlined a workflow
- Improved an existing process
- Increased access to a collection
- Highlighted a collection
- Highlighted an institution
- Helped preserve a collection
- Directly benefited the operations of AMIA

AWARD REVIEW

- Is the nomination in line with the criteria for a project?
- How has the project(s) impacted the field?
- What was the extent of the nominee's contribution to the project?
- Does the nominee reflect the core values and ethos of AMIA as outlined in AMIA's governance documents?

APPENDIX E: RAY EDMONDSON ADVOCACY AWARD

AWARD DESCRIPTION

The Advocacy Award recognizes an individual, an organization, or a project that promotes greater public awareness, appreciation, or support of media archives or those working to preserve and provide access to media archives. The Award is named for Ray Edmondson in recognition of his history of advocacy for cinema, archives and archivists around the world. Nominees must be AMIA members.

AWARDS REVIEW

- How has the nominee advocated for the field?
- Has the advocacy impacted others or inspired others in the field?
- What was the extent of the nominee's contribution?
- Does the nominee reflect the core values and ethos of AMIA as outlined in AMIA's governance documents?

APPENDIX F: THE SPOTLIGHT AWARD

The Spotlight Award recognize those who have contributed to AMIA and/or to the field through specific accomplishments or a career of achievement and contribution but may not fit the parameters of AMIA's other awards.

The Award is given at the discretion of the Board.

APPENDIX G: THE KEYSTONE AWARD

AMIA's Keystone Award honors organizations or individuals who have had a foundational role in the Association or in the field and has been given only twice - to the Academy and to the Film Foundation.

The Award is given at the discretion of the Board.