



Operations & Governance: Presidents, VPs, Treasurers & Secretaries

New Awards

Contributed by: Heather Lehman, CAE
Manager of Member Services

Over the last year, a task force from the ARMA International Board of Directors has met to revise the structure of ARMA International's Awards. Starting this year, chapters, members, and organizations may strive to attain our four new awards. Below each award is listed with its criteria.

Member of the Year Award

PURPOSE

This award recognizes outstanding ARMA International Professional members in good standing for their participation in the records and information management and information governance profession.

DESCRIPTION

This award recognizes outstanding ARMA International Professional members in good standing for their participation in the records and information management and information governance professions. In evaluating candidates, emphasis should be given to the member's participation in supporting and promoting ARMA International's mission and vision, and if applicable, their efforts in contributing to their Chapter's or Region's success overall.

ELIGIBILITY

Any Professional member who has been a member in good standing during the fiscal year just completed (July 1 – June 30) is eligible for this award. Being a Chapter member or Region leader is not part of the eligibility requirements.

Individuals may nominate themselves or be nominated by another Professional member in good standing as Member of the Year.

SUBMISSION CONTENT AND FORMAT

Submissions should be submitted in the format shown below, describing each occurrence for every row completed. In evaluating submissions, the award will be based and judged on the point-based criteria shown below. To attain this award, you must obtain a minimum of 50 total points.

Category Type	Category Description	Item Details	Points	Times @	Scoring Total
Volunteerism	Speaker (no fee received) at an event promoting RIM or IG	List each event:	5		
	Chapter participation provided throughout the year				
		Served as hospitality coordinator at Chapter meetings (welcomed and introduced new members) List each meeting:	2 (per event)		
		Assisted in educational programming (booking speakers) List each event:	2 (per event)		
		Attended chapter meetings List each meeting:	2 (per event)		
		Other (e.g., coordinated library, maintained/researched history of chapter, brought a new prospect) List each event:	2 (per event)		
	Served as Board member	Board position:	3		

Category Type	Category Description	Item Details	Points	Times @	Scoring Total
	(full year)				
	Chaired a Committee/Task Force for a special project	List each:	5 (per each)		
	Served on a Committee/Task Force for a special project	List each:	2 (per each)		
	Chaired a Committee/Task Force for the Chapter	List each:	5 (per each)		
	Served on a Committee/Task Force for the Chapter	List each:	2 (per each)		
	All Day Seminar/Workshop or other Multi-day event				
		Chaired Planning Committee/Task Force List each:	15 (per each)		
		Served on Planning Committee/Task Force List each:	5 (per each)		
Publications	Contributed RIM or IG topic for publication	List each item contributed to publication (e.g., newsletter, blog, RSS feed):	10 (per item)		

Category Type	Category Description	Item Details	Points	Times @	Scoring Total
	Primary person for maintaining chapter social media presence	List each item maintained (e.g., website, Twitter, blog):	5 (per item)		
	Contributed article to <i>Information Management</i> magazine	List each:	10 (per article)		
	Contributed article to other RIM- or IG-related publication	List each:	5 (per article)		
Additional RIM/IG participation	Participated at a Region level event	List each event:	10 (per event)		
	Participated on an ARMA International level event (for example, a Task Force)	List each event:	10 (per event)		
	Represented ARMA to other professional/ trade associations	List each event:	5 (per event)		

Chapters and Regions Luminary Awards

PURPOSE

This award recognizes Chapters and Regions that have inspired or influenced others by fulfilling their obligations in an outstanding manner and produced a Chapter or Region of the highest quality and excellence.

DESCRIPTION

This award recognizes Chapters and Regions that have inspired or influenced others by fulfilling their obligations in an outstanding manner and produced a Chapter or Region of the highest quality and excellence by accomplishing one or more of the following:

- Introduced new products or services for its members
- Developed new methods to provide a more efficient and cost-effective service
- Provided relevant and timely ideas and assistance to ARMA HQ for the future of the profession
- Promoted ARMA International’s strategic goals and objectives
- Shared resources across chapters and regions to help others flourish

ELIGIBILITY

This award is open to all ARMA-chartered Chapters and Regions. Entries must relate to activities conducted within the fiscal year just completed (July 1 – June 30).

SUBMISSION CONTENT AND FORMAT

Chapter and Region awards will be based and judged on the point-based criteria shown below. All items in *Part I: Required Achievements* must be completed (as applicable) to be eligible for consideration for this award. To attain this award, Chapters and Regions must achieve the following total minimum score:

Chapter	200
Region	140

CHAPTERS

PART I: Required Achievements

Completed	PART I – Minimum Required Achievements: CHAPTER	Maximum Points	Points Awarded
<input type="checkbox"/>	Met the deadline of submitting relevant report(s): Canada: Annual report to Province of Incorporation and Not-for-Profit documents to Federal government International: Required documents to government and/or HQ, as applicable United States: IRS 990 Financial Report completed	NA	
<input type="checkbox"/>	Met the deadline of submitting annual affiliation agreement acknowledgement to HQ	NA	

Completed	PART I – Minimum Required Achievements: CHAPTER	Maximum Points	Points Awarded
<input type="checkbox"/>	Met the deadline of submitting the annual Board roster update to HQ and the Region	NA	
<input type="checkbox"/>	Reviewed Incorporation documents (and renewed, if required)	NA	
<input type="checkbox"/>	Performed financial review/hired audit of financial records	NA	
<input type="checkbox"/>	Met the deadline of submitting Chapter Dues update for next fiscal year to HQ	NA	
<input type="checkbox"/>	Updated/reviewed By-laws within the past 3 years	NA	
<input type="checkbox"/>	Conducted regular Board meetings	NA	
<input type="checkbox"/>	Conducted regular Chapter meetings	NA	

PART II: Additional Achievements

Completed	PART II - Additional Achievements: CHAPTERS	Maximum Points	Points Awarded
<input type="checkbox"/>	Developed new, revised existing, or adopted a retention schedule for chapter documentation	3	
<input type="checkbox"/>	Identified location(s) or alternative delivery method(s) for regular chapter meetings	3	
<input type="checkbox"/>	Identified speakers or alternate delivery of content	3	
<input type="checkbox"/>	Identified topics (a balance of RIM and IG)	3	
<input type="checkbox"/>	Posted events on ARMA International calendar	5	
<input type="checkbox"/>	Logo guidelines reviewed and confirmed properly followed	5	
<input type="checkbox"/>	Leaders (officers) attended Leadership Conference (check only one box): <ul style="list-style-type: none"> ➤ <input type="checkbox"/> 25% ➤ <input type="checkbox"/> 50% ➤ <input type="checkbox"/> 100% 	5 10 15	
<input type="checkbox"/>	Leadership Academy completed by Board members (check only one box): <ul style="list-style-type: none"> ➤ <input type="checkbox"/> 25% ➤ <input type="checkbox"/> 50% ➤ <input type="checkbox"/> 100% 	5 10 15	
<input type="checkbox"/>	Utilized Session of the Month	5	

Completed	PART II - Additional Achievements: CHAPTERS	Maximum Points	Points Awarded
<input type="checkbox"/>	Participated in HQ's membership recruitment drive(s)	10	
<input type="checkbox"/>	Participated in HQ's membership retention initiative(s)	10	
<input type="checkbox"/>	Had a documented plan for encouraging members to volunteer for committees or task forces	5	
<input type="checkbox"/>	Defined succession plan for leadership	5	
<input type="checkbox"/>	Thanked (awarded) members for their service	5	
<input type="checkbox"/>	Had a documented Communication/Marketing plan for chapter events	5	
<input type="checkbox"/>	Maintained communications with members via (points awarded for each): <ul style="list-style-type: none"> ➤ <input type="checkbox"/> Newsletter ➤ <input type="checkbox"/> Website ➤ <input type="checkbox"/> Facebook ➤ <input type="checkbox"/> Twitter ➤ <input type="checkbox"/> Blog ➤ <input type="checkbox"/> E-mail ➤ <input type="checkbox"/> Telephone ➤ <input type="checkbox"/> Other: _____ 	5 5 5 5 5 5 5 5	
<input type="checkbox"/>	Maintained a resource library of RIM and IG material and/or sample templates for use by chapter members	5	
<input type="checkbox"/>	Established (or reviewed existing), published, and maintained a social media policy	3	
<input type="checkbox"/>	Member(s) presented to outside organization(s) regarding the RIM and IG professions (example, school Career Day)	10	
<input type="checkbox"/>	Conducted study group(s) and/or mentorship program for (points awarded for each): <ul style="list-style-type: none"> ➤ <input type="checkbox"/> CRM candidates or prospects ➤ <input type="checkbox"/> IGP candidates or prospects 	10 10	
<input type="checkbox"/>	"State of the Chapter" update provided to Region Leaders and chapter members	10	
<input type="checkbox"/>	Strategic plan developed and submitted to Region Leaders	10	

Completed	PART II - Additional Achievements: CHAPTERS	Maximum Points	Points Awarded
<input type="checkbox"/>	Submitted examples and/or resources implemented to HQ for inclusion in the Chapter e-handbook site	10	
<input type="checkbox"/>	Developed a new method or process for supporting members. (Please provide details on a separate sheet – maximum 500 words.) (Note: If checked, you are eligible to apply for the Standing Ovation Award.)	10	
<input type="checkbox"/>	Developed a new product or service to support members. (Please provide details on a separate sheet – maximum 500 words.) (Note: If checked, you are eligible to apply for the Standing Ovation Award.)	10	
<input type="checkbox"/>	Delivered suggestions to HQ for ARMA International future programs	10	
<input type="checkbox"/>	Engaged with other Chapters or Regions to share resources and skills to enhance the development of its members. (Please provide details on a separate sheet – maximum 500 words.)	10	
<input type="checkbox"/>	Completed a special project that promoted the RIM and IG professions and ARMA International in the community. (Please provide details on a separate sheet – maximum of 500 words.) (Note: If checked, you are eligible to apply for the Standing Ovation Award.)	5	
<input type="checkbox"/>	Completed an innovative approach that enhanced an area of the chapter's operations or programs. (Please provide details on a separate sheet – maximum of 500 words.) (Note: If checked, you are eligible to apply for the Standing Ovation Award.)	5	

REGIONS

PART I: Required Achievements

Completed	PART I – Minimum Required Achievements: REGION	Maximum Points	Points Awarded
<input type="checkbox"/>	Met the deadline of submitting relevant report(s): Canada: Annual report to Province of Incorporation and Not-for-Profit documents to Federal government International: Required documents to government and/or HQ, as applicable United States: IRS 990 Financial Report completed	NA	
<input type="checkbox"/>	Met the deadline of submitting annual affiliation agreement acknowledgement to HQ	NA	

Completed	PART I – Minimum Required Achievements: REGION	Maximum Points	Points Awarded
<input type="checkbox"/>	Reviewed Incorporation documents (and renewed, if required)	NA	
<input type="checkbox"/>	Performed financial review/hired audit of financial records	NA	
<input type="checkbox"/>	Updated/reviewed By-laws within the past 3 years	NA	
<input type="checkbox"/>	Region Director conducted regular meetings with the Chapter Advisors	NA	
<input type="checkbox"/>	Region Leaders conducted regular meetings with the Chapter Presidents	NA	
<input type="checkbox"/>	Region provided a region report to HQ/Board of Directors twice a year in advance of the ARMA International Board meeting	NA	

PART II: Additional Achievements

Completed	PART II - Additional Achievements: REGION	Maximum Points	Points Awarded
<input type="checkbox"/>	Developed new or reviewed existing retention schedule for region documentation	5	
<input type="checkbox"/>	Had a documented Communication/Marketing plan for region events	5	
<input type="checkbox"/>	Had a documented plan for encouraging members to volunteer for committees or task forces	5	
<input type="checkbox"/>	Promoted and assisted chapters with ARMA International's recruitment drives	10	
<input type="checkbox"/>	Had participation/engagement level of all chapters within the region represented at Region Leadership Conference	5	
<input type="checkbox"/>	Region Leaders (Director and Chapter Advisors) attended Leadership Conference (select only one): <ul style="list-style-type: none"> ➤ <input type="checkbox"/> 25% ➤ <input type="checkbox"/> 50% ➤ <input type="checkbox"/> 100% 	5 10 15	
<input type="checkbox"/>	Region Leaders (Director and Chapter Advisors) completed Leadership Academy (select only one): <ul style="list-style-type: none"> ➤ <input type="checkbox"/> 25% ➤ <input type="checkbox"/> 50% ➤ <input type="checkbox"/> 100% 	5 10 15	

Completed	PART II - Additional Achievements: REGION	Maximum Points	Points Awarded
<input type="checkbox"/>	Had at least one Chapter or chapter and region member within your region apply for grants (points awarded for each): <ul style="list-style-type: none"> ➤ <input type="checkbox"/> Leadership ➤ <input type="checkbox"/> Speaker ➤ <input type="checkbox"/> Session Monitor (Annual Conference) 	5 5 5	
<input type="checkbox"/>	Established (or reviewed existing), published and maintained a social media policy	5	
<input type="checkbox"/>	Maintained communications with members via (points awarded for each): <ul style="list-style-type: none"> ➤ <input type="checkbox"/> Newsletter ➤ <input type="checkbox"/> Website ➤ <input type="checkbox"/> Facebook ➤ <input type="checkbox"/> Twitter ➤ <input type="checkbox"/> Blog ➤ <input type="checkbox"/> Email ➤ <input type="checkbox"/> Telephone ➤ <input type="checkbox"/> Other: _____ 	5 5 5 5 5 5 5 5	
<input type="checkbox"/>	Had a mentorship program for (points awarded for each): <ul style="list-style-type: none"> ➤ <input type="checkbox"/> CRM candidates or prospects ➤ <input type="checkbox"/> IGP candidates or prospects 	10 10	
<input type="checkbox"/>	Posted events on ARMA International calendar	5	
<input type="checkbox"/>	Logo guidelines reviewed and confirmed properly followed	5	
<input type="checkbox"/>	Leader(s) presented to outside organization(s) regarding the RIM and IG professions (example, school Career Day)	10	
<input type="checkbox"/>	Completed a special project that promoted the RIM and IG professions and ARMA International in the community. (Please provide details on a separate sheet – maximum of 500 words.) (Note: If checked, you are eligible to apply for the Standing Ovation Award.)	5	
<input type="checkbox"/>	Completed an innovative approach that enhanced an area of the region's operations or programs. (Please provide details on a separate sheet – maximum of 500 words.) (Note: If checked, you are eligible to apply for the Standing Ovation Award.)	5	

Standing Ovation Award

PURPOSE

This award recognizes the accomplishments of any chapter, region, or individual that has taken an outstanding or unique approach to furthering ARMA International's "Vision & Mission," the "Who We Are," by enhancing the profession of records management or information governance.

DESCRIPTION

This award recognizes an outstanding or unique accomplishment by a chapter, region, or individual. The accomplishment must be something progressive, leading-edge, pioneering, or state-of-the-art that includes the use of SMART goals (i.e., specific, measurable, achievable, relevant, and time-bound). The finish date of the accomplishment must be within the fiscal year just completed (July 1 – June 30). For example, if the application is submitted on March 25, 2016, the accomplishment must have been completed by June 30, 2015.

ELIGIBILITY

This award is open to all ARMA-chartered chapters and regions and Professional members in good standing. Entries must be something progressive, leading-edge, pioneering, or state-of-the-art that includes the use of SMART goals and was implemented within the fiscal year just completed (July 1 – June 30). There should be specified start and finish dates and a purpose with a measurable means of success or specified finished product that benefits the records management and information governance profession.

SUBMISSION CONTENT AND FORMAT

The accomplishment may have taken the form of an innovative project, resource, tool, or other tangible form that aligns with ARMA International's vision, mission, core values, and goals and demonstrates advancement of the records management and information governance professions. For example, a chapter or region may have had an innovative method for managing or auditing finances or increasing comprehension of the records management principles in a business community or professional discipline.

Submissions should be submitted in the following format:

Profile (not measured)

- Individual, Chapter, or Region Name

- Contact Information (of individual submitting)
- Start Date (mm/yyyy or yyyy/mm)
- End Date (mm/yyyy or yyyy/mm)
- Description of Accomplishment (maximum 75 words)

Needs Assessment (10 points, weight = 2)

Description of need for this accomplishment (1-2 paragraphs, maximum 150 words)

- What was the objective? (1-2 paragraphs, maximum 150 words)

Solution(s) Defined (20 points, weight = 2)

Identify the outcome of the objectives

- Identify who was involved
- Describe how they were selected
- Identify what resources were required for implementation
- Identify costs to develop and implement the accomplishment
- State the measurements of each objective that established success

The Implementation Process (10 points, weight= 1)

- Provide a description of the approach taken (maximum 500 words)
- Describe steps taken to protect privacy, sensitive information, and steps taken to retain professional ethics (maximum of 250 words)

Benefits Achieved (15 points, weight=2)

- Describe the benefits experienced as a result of this accomplishment (maximum 500 words)

Overall Assessment (not measured)

- Provide name and contact information of someone involved in the accomplishment that can provide an objective or unbiased account.

The award submissions will be based and judged on the weighted, point-based criteria shown below. To be eligible for consideration of this award, you must obtain a minimum of 70 points awarded. A maximum of the top 3 scorers will be awarded the Standing Ovation Award.

Item	Criteria	Weight	Points	Total Possible	Points Awarded	Total Score
Needs Assessment	Need because of: A low rating in at least one of The Principles; lack of resources, tools, or training to effectively manage records and information; a lack of career or professional development opportunities; or, other need to promote The Principles and/or information governance best practices	2	10	20		
Solution(s) Defined	Solutions designed to: Promote profession of RIM or IG; increase interest in the profession by demonstrating an increase in participation or volunteerism in the profession; maximize benefits to the profession; improve operational structure or efficiency within an organization; foster fiscally responsible actions within an organization; or, facilitate discoverability within an organization, or increase records management and information governance competency	2	20	40		
Implementation Process	Fostered an information sharing ethic and culture; proper and efficient use of appropriate resources; utilized project plan; fiscally responsible; and, had	1	10	10		



Chapter Connection

Item	Criteria	Weight	Points	Total Possible	Points Awarded	Total Score
	SMART goals (Specific, Measurable, Achievable, Relevant, and Time-bound); compliance with The Principles					
Benefits Achieved	Enhancement of the RIM or IG profession; increased interest in the profession by demonstrating an increase in participation or volunteerism in the profession; maximized benefits to the profession; improved operational structure or efficiency within an organization; fostered fiscally responsible actions within an organization; or, facilitated discoverability within an organization, or increased records management and information governance competency	2	15	30		
TOTAL:				100		



ARMA International Award of Excellence for an Organization

PURPOSE

This award recognizes the achievements that an organization has made in the implementation or enhancement of a records and information management or an information governance program as laid out by the Generally Accepted Recordkeeping Principles® (Principles) and the Information Governance Maturity Model (Maturity Model).

DESCRIPTION

This award recognizes the outstanding achievements made by an organization in their pursuit of implementing or improving a records and information management or an information governance program.

ELIGIBILITY

The baseline for this award is open to all organizations employing Professional ARMA International members in good standing. If requested, entrants must be able to provide documentation and other evidence of the key elements required for each level of maturity for each of the eight Principles. Steps taken to achieve the current level for each Principle must have been conducted within the fiscal year just completed (July 1 – June 30).

SUBMISSION CONTENT AND FORMAT

Award recognition begins at Level 3 of the Maturity Model, “Essential,” indicating that the organization has met the minimum essentials ARMA International deems necessary for an effective records and information management or information governance program.

Utilizing the Maturity Model, an organization identifies its current level for each of the Principles (see Figure 1 below). A company could very easily fall into one level for one Principle and another level for a different Principle. Each Principle will be measured by a point system used by the Awards Task Force to review applications for this award.



Chapter Connection

Level #	Level Title	Points Awarded
1	Sub-Standard	1
2	In Development	2
3	Essential	3
4	Proactive	4
5	Transformational	5

Figure 1

As shown below in Figure 2, the points needed for achievement of an award are:

Total Points Achieved	ARMA International Certified Award
8 – 16	Not eligible
17 – 24	Bronze (Level 3 – Essential)
25 – 32	Silver (Level 4 – Proactive)
33 – 40	Gold (Level 5 – Transformational)

Figure 2

For example, your organization determines its levels for each of the Principles to be the following:

Accountability	Availability	Compliance	Disposition	Integrity	Protection	Retention	Transparency	TOTAL
3	4	2	4	3	3	4	3	26

Figure 3

Your total score, as shown in Figure 3, equals 26. Based on Figure 2, you have achieved the *Silver level* of the ARMA International Award of Excellence for an Organization. (The name and contact information of someone who was involved in the assessment that can provide an objective or unbiased account of the assessment must be provided to the Awards Task Force.)