



INSPIRING
PLASTICS
PROFESSIONALS

HONORED SERVICE MEMBER

SUBMISSION GUIDELINES

PURPOSE	2
QUALIFICATIONS	2
ROLES AND RESPONSIBILITIES	2
COMPLETING THE APPLICATION	5
DEADLINES AND SUBMITTAL PROCESS	7

PURPOSE

The purpose of these guidelines is to describe the procedures for nomination and election of Society of Plastics Engineers' members to the Honored Service Member grade, and to provide guidance for the successful completion of the nomination process.

QUALIFICATIONS

Honored Service Member Bylaw

To be elected an Honored Service Member, a candidate shall:

- » Have been awarded the President's Cup, or have demonstrated long-term, outstanding service to, and support of, the Society and its objectives;
- » Shall be sponsored, in writing, by the Board of Directors of at least one Section or Division, or by a Committee of the Society organized for this purpose, and:
- » Have been a member in good standing of the Society for at least six consecutive years.

Honored Service Members shall be elected by a two-thirds majority of a committee established for that purpose. The level of Honored Service Members shall at no time exceed one-twentieth of the voting members in good standing of the Society.

ROLES AND RESPONSIBILITIES

Nominating Organization

An SPE member may be nominated for the Honored Service Member grade by the Board of Directors of a Section or Division, or directly by the SPE HSM Nominating Committee. Having decided upon a nominee, the nominating organization contacts the SPE Staff Liaison, in writing, to verify the candidate's eligibility. Once eligibility is determined, the nominating organization designates a Process Champion to follow through with the application process.

Sponsor(s)

The Sponsor's role is to put the Candidate's contributions into perspective for the election committee members who will be reviewing these achievements. They are relying on your insight and knowledge about the Candidate and are looking for you to fill in any blanks or tell them of the significance or value of each contribution the Candidate made on behalf of the Section, Division or Society.

The outstanding accomplishments of the Nominee as a Society volunteer weigh heavily on the outcome of the Committee's decision. Sponsors should be sure to provide sufficient detail, stressing the value of the Nominee's accomplishments.

Who Should be a Sponsor?

You should consider Sponsoring a Candidate (Nominee) if:

- » You are aware of the volunteer activity of the HSM Candidate.
- » You have worked with the Candidate in a volunteer capacity and can personally authenticate and verify the achievements s/he has made on behalf of the Society.

You should not be a Sponsor if:

- » You have only known the Candidate in a social or peripheral relationship.
- » You have only second-hand knowledge of his/her achievements.

Multiple Sponsors

Multiple sponsors are acceptable, and may be beneficial, especially if the candidate has leadership service roles in multiple groups (Section, Division, SIG, and/or Student Chapter) or in Society level governance.

Process Champion

A Chapter Process Champion is critical to the success of the nomination process.

They will:

- » Contact the nominee and obtain the name of one or more Sponsors
- » Facilitate the distribution and submission of the various Forms included in the HSM Guidelines and Application.
- » Submit all paperwork to SPE Headquarters for distribution to the Honored Service Member Election Committee.
- » Do any required follow-up.

HSM Election Committee Chair

A Chapter Process Champion is critical to the success of the nomination process.

They will:

- » General oversight of entire HSM process and recognition.
- » Selects/appoints individuals as committee members.
- » Conducts HSM training session for Sponsors, Process Champions and interested individuals.
- » Conducts quality check of all completed applications to identify incomplete paperwork.
- » Works with SPE Staff Liaison to notify Process Champions of areas that need additional/more complete information.
- » Conducts HSM Election Committee teleconference to select recipients.
- » Summarizes the work of the committee including the election results and provides a report to the Executive Committee Liaison for the SPE Executive Committee.

HSM Election Committee Members

- » Review applications send initial feedback to Staff Liaison prior to the Election teleconference.
- » Uphold reasonable standards of eligibility, participate in Election teleconference and elect recipients for HSM.

Staff Liaison

- » Communicates HSM criteria and nomination procedures to SPE leadership.
- » Ensures that HSM application and policy are posted on the SPE website.
- » Sends notification to SPE leadership requesting nominations.
- » Checks applications upon receipt and contacts Process Champion to confirm receipt and/or notify her/him that application is incomplete.
- » Sends completed applications to Committee Chair for review.
- » Provides all completed applications to HSM Election Committee members.
- » After committee member initial review, compiles reviewer feedback and sends it to all committee members.
- » Sets up HSM Election Committee teleconference.
- » Aids in making award presentation at ANTEC, or other appropriate venue.
- » Sends letter of congratulations, including logistics of presentation, to all new HSMs.
- » Coordinates publicity of new HSMs, including press releases, published list of new HSMs and sharing new HSMs on the SPE website.

Executive Board

- » Review the decisions of the Committee delivered by the HSM Election Committee chair, resolve any questions or discussion points and approve HSM candidates.

SPE President

- » Selects HSM Election Committee Chair.
- » Aids in filling HSM Election Committee with members.
- » Participates (without vote) in HSM Election Committee teleconference.
- » Presents letter from HSM Committee Chair on election of HSM candidates to Executive Committee and facilitates discussion.
- » Contacts by phone each candidate who is selected to congratulate her/him.
- » Contacts by phone each candidate who was not selected, giving them feedback on the Committee's decision to aid in future nomination processes.

COMPLETING THE APPLICATION

FORM 1: NOMINATION FOR FELLOW OF THE SOCIETY

This form is completed by the nominating chapter's Chair or President

FORM 2: SPE VOLUNTEER ACTIVITY OF CANDIDATE

This form is completed by the Nominee. **Nominees must achieve a score of at least sixty (60) service points of volunteer to the Society to be considered for the award. Points are accumulated as followed:**

President or Chair – 4 points for each year of service as Section President, Division Chair, SIG Chair, SPE President.

Officer or Committee Chair – 3 points for each year of service as Secretary, Treasurer, Chapter President/Chair-Elect, ANTEC TPC Chair, Chapter/HQ Conference Chair, Councilor, Society level Governance Committee Chair, SPE President-Elect, SPE immediate Past-President.

Other Officers or Committee Positions – 2 points for each year of service as Membership Chair, Vice President, Vice Chair, Newsletter Editor, Program Chair, Conference Committee member, ANTEC Session Chair.

Board Positions – 1 point for each year of service as Membership on a Section, Division, SIG, Student Chapter or Society level Governance Committee Board. Time of service not already accounted for above.

Committee Members and Other Activity – 0.5 point for each year of service as Committee Member, ANTEC or Chapter/HQ Conference sessions moderated. Seminars, programs, events, educational products developed or other specific activities. Time of service not already accounted for above.

FORM 3: TOP FIVE ACHIEVEMENTS

This form is completed by the Nominee, direction from the process champion during this section is crucial to the success of the nomination. **This form is critical in understanding the candidate's contributions to SPE.**

On this form the nominee will rank their five most important achievements as an SPE volunteer with #1 being the most important. Including a brief, but thorough, description of each. Be sure specific details regarding the results of those achievements are provided. This is not simply list positions or titles held.

The HSM Award is based largely on the achievements listed in this section. The Nominee should provide sufficient information so the Committee may make a well-informed decision.

FORM 4: SPONSOR STATEMENT

Purpose of the Sponsor

The Sponsor's role is to put the Candidate's contributions into perspective for the election committee who will be reviewing these achievements. They are looking for you to fill in any blanks or tell them of the significance or value of each contribution the Candidate made on behalf of the Section, Division or Society. For example:

- » Was the Candidate solely responsible for an improvement in how the Section or Division operates?
- » Was the Candidate responsible for the concept, development, execution, or management of an event or program?
- » Did the Candidate's efforts heavily impact the educational programming offered by the Section or Division – or reach a new audience previously untapped (students, the general public, other technical associations, etc.)?

What not to Include in the Sponsor Statement

- » Do not list the candidate's personal information, i.e. marital status/number of children.
- » Do not list activities unrelated to SPE, such as church or civic activities.

How to Complete the Sponsor Statement

- » On Form 4 of the application, or a separate page on company leader head, please provide a description of the Candidate's outstanding accomplishments as a volunteer for SPE.
- » In the opening sentence, define how you know the Candidate in order to establish your credibility as a Sponsor.
- » Be as descriptive and explicit as possible in describing the Candidate. The most common cause of rejection of a nomination is too little specific information about the Candidate.

DEADLINES AND SUBMITTAL PROCESS

Completed application includes

- » Form 1: Nomination for Honored Service Member
- » Form 2: SPE Volunteer Activity of Candidate
- » Form 3: Top Five Achievements
- » Form 4: Sponsor Statement

Deadlines

- » Deadline for the electronic submission of a completed application – **October 1**
- » Deadline for information as requested by HSM Committee Chair – **October 31**
- » Committee report forwarded to the Executive Board for endorsement – **January**
- » Presentation of the HSM awards certificates and pins – **at ANTEC®**

Submittal Process

The application process is electronic. All materials must be received electronically in a PC compatible format, Microsoft Word (.doc), or Adobe Acrobat (.pdf).

E-mail: Submit your application materials to kschacht@4spe.org.