



Section 5 – 5.7 Awards & Recognition Committee (ARC)

Region 10 (R10) has established through its Bylaws the Awards & Recognition Committee (ARC) to promote awards & recognition activities in R10.

Functions

- To assist the R10 in recognizing, rewarding and promoting excellence in all facets of the professional lives of its members, and coordinate various awards and recognition programs within R10, including to assist the R10 to obtain the MGA approval of them.
- To conduct the following R10 Awards and Recognition Programs every year:
 - **R10 Distinguished Large/Small Section Awards** (Annex A)
 - **R10 Outstanding Volunteer Award** (Annex B)
- To represent R10 in the MGA Awards & Recognition Committee (The R10 ARC Chair is a correspondence member of the committee).
- To promote awards nominations from R10 for the HQ Awards

Composition

The R10 ARC Chair is appointed by the R10 Director.

The Committee should consist of not less than two members appointed by the R10 ARC Chair and endorsed by the R10 Director.

R10 Distinguished Large Section Award **R10 Distinguished Small Section Award**

Purpose:

The R10 Distinguished Large Section Award will be awarded to one Large Section in Region 10 to recognize the excellent work of the Large Section in the prior year. The total membership of a Large Section (including Students) shall be 501 or greater as of 31 December of the prior year.

The R10 Distinguished Small Section Award will be awarded to one Small Section in Region 10 to recognize the excellent work of the Small Section in the prior year. The total membership of a Small Section (including Students) shall be 500 or less as of 31 December of the prior year.

Schedule:

Closing date for consideration: Submission of Annual Section Report by
the time of R10 Annual Committee Meeting
(usually held in late February or early March)

Recipient notified: June of the year

Basis of Selection:

The R10 Distinguished Large/Small Section Awards are selected based on the Annual Section Report submitted to R10. The following aspects and activities in the prior year would be considered in the selection:

- Membership Development Activities including membership growth and retention;
- Chapter Activities including number of active, inactive and newly formed chapters;
- Professional and Continuing Educational Activities including conferences, technical activities, training courses and distinguished lecture programs;
- Student Activities including student branch activities, student paper contest and recruitment of student members;
- Affinity Group Activities including GOLD, WIE and Life Member;
- Communication Activities including newsletters, websites and e-mails;
- Community Activities that project positive visibility to IEEE;
- Special events, achievements and projects etc.

No section may receive two R10 Distinguished Large/Small Section Awards within three years.

Selection Committee: The R10 Awards & Recognition Committee (ARC) reviews the submitted Section Reports, selects and endorses the recipients. The decision of the R10 ARC is final.

Award Instrument: A certificate and US\$1,000 will be awarded to the recipient sections.

Presentation: The R10 Director presents the certificate to the representatives of the recipient sections at the R10 Annual Committee Meeting.

Notification and Record: The R10 ARC Chair notifies the result of selection by e-mail to the R10 Sections and on the R10 Website. The R10 ARC Chair also maintains a record of award recipients on the R10 Website.

R10 Outstanding Volunteer Award

Purpose

The R10 Outstanding Volunteer Award aims to recognize those volunteers who have made outstanding contributions to a particular Region 10 section.

Eligibility

- An IEEE member of any membership grade.
- The candidate's volunteer work is, or has been, on behalf of a section. The candidate must have been active for at least 2 years in the section and is not currently the Section Chair.
- The candidate receives no remuneration for his/her volunteer work for the Section except reimbursement of expenses incurred in carrying out the volunteer work.
- The incumbent R10 Awards & Recognition Committee Chair, Director and Secretary, and the immediate past R10 Director are not eligible for the Award.
- Previous winners of the R10 Outstanding Volunteer Award are not eligible.

Schedule

Call for Nominations: End of August of the year
Nomination Deadline: End of October of the year
Recipient Notified: End of November of the year

Scope

Based on the merit of each candidate, the R10 Awards & Recognition Committee may decide on the number of winners for the prevailing contest year. If no candidate is found to be suitable, no award will be given in that year.

Nomination Conditions

- The [Nomination Form](#) sent with the Call for Nominations must be completed by a Proposer and a Seconder who are familiar with the work and contribution of the candidate. Both Proposer and Seconder must be IEEE members of any membership grade. The nominations must be made through the Section Chair, who must endorse and sign the Nomination Form (the Chairperson may also act as Proposer or Seconder).
- Nominations must be received by the IEEE Region 10 Awards & Recognition Committee Chair not later than end of October in electronic means (pdf file) or fax. Make sure that an acknowledgement is received after sending the completed form, or it should be assumed that the submission is not received.
- A section shall not put forward more than one candidate at any one time.

Basis of Selection

The following points will be considered in the selection:

- New ideas, developments or projects which have significantly benefited the Section.
- Length of service to the Section. (Note: It is not a condition that the candidate is working for the Section at the time he/she is nominated.)
- Administrative ability.
- Leadership ability.

- Support for the work of other volunteers who are serving the section.
- Furthering the work and promoting the objectives of the IEEE and of Region 10 in general, and of the section in particular at section, chapter or student branch level, or in some other IEEE volunteer activity.

Selection Committee

The R10 Awards & Recognition Committee reviews the submitted nominations, selects and endorses the recipients. The decision of the R10 Awards & Recognition Committee is final.

Award Instrument

A certificate will be awarded to the R10 Outstanding Volunteers.

Presentation

One Award will be selected and presented to the winner at the IEEE Region 10 Annual Committee Meeting normally held early next year, with the travel expenses to be supported by R10. Other Awards would be sent to the Section Chairperson for the presentation at an appropriate event of the section.

Notification and Record: The R10 ARC Chair announces the Call for Nominations by email to the R10 Sections and on the R10 Website. The result of selection is also notified to the R10 Sections by e-mail and on the R10 Website. The R10 ARC Chair also maintains a record of award recipients on the R10 Website.