

Housing Education and Research Association

DISTINGUISHED SERVICE AWARD CRITERIA

2011

Purpose:

This award recognizes those who have made outstanding contributions to the Housing Education and Research Association (HERA).

Nominations:

Nominations may be made to the Awards Committee by any HERA member. In addition, members of the Distinguished Service Awards Committee are encouraged to ensure that all outstanding persons are considered. Nomination process will follow the following schedule:

April 30, 2011	Name of nominee must be submitted to the committee chair.
June 15	Documentation must be submitted to the committee chair.
June 30	Name of proposed award recipient will be presented to the president for final approval at the Mid-year Board meeting.
August 15	Individual(s) submitting the nomination will be notified.
October/ November	Recipient will receive the award at annual national conference of HERA

NOTE: Nominations must be submitted each year. Persons nominated in previous years must be resubmitted in order to be eligible for the award. A person must be nominated by someone other than him/herself.

Eligibility:

The nominee must:

- Be a current active member of HERA.
- Have been a member of HERA for a minimum of 5 years.

Criteria:

The nominee must:

- Have participated actively in HERA through committee work, offices held, and participation in conferences.
- Demonstrate excellence in their field of work.
- Demonstrate a significant contribution to the organization.

Documentation:

A nomination folder should be submitted to the Distinguished Service Award Committee and should include information organized in the same manner as the sections listed below.

1. Evidence of the candidate's service to the organization. A chronological list of work within the organization including: committee memberships, offices held, conference participation, and special assignments. Evidence of tasks performed while in an office should be included.
2. Letters of support:
 - Letters from the nominee's place of work (administration and co-workers) indicating demonstrated excellence at his/her assigned job. Letters from previous places of employment could be submitted if the nominee is currently retired, unemployed or self-employed.
 - Letters from members of HERA who have worked closely with the applicant on HERA related projects or committees indicating the significance of the nominee's contribution to HERA (*minimum of three*).

Selection:

Distinguished Service Award Committee should provide a brief summary of rationale for selection of candidate for the Distinguished Service Award at the Mid-winter Board meeting. Only one Award may be presented annually providing that a suitable candidate is nominated.

Selections Committee:

The Selection Committee consists of three members who have been members of HERA for at least 5 years. They are:

- An executive officer
- The most recent Distinguished Service Award winner (after the first award) and
- Chair of the Awards Committee.

Award:

The winner will be recognized during the annual conference with a commemorative plaque or framed certificate.

Submission:

For more information or to submit a nomination, contact:

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