

**ENVIRONMENTAL DIVISION  
DISTINGUISHED SERVICE AWARD  
Guidelines & Procedures**

**Overview and Eligibility**

The Environmental Division Distinguished Service Award was established in 2001 and recognizes members who have significantly contributed to the workings of SME and the Environmental Division and have an outstanding reputation for professionalism and accomplishment.

Eligibility criteria for the Award are as follows:

1. The recipient must be an active member of SME.
2. It is preferable, though not required, that the recipient be an active member of the Environmental Division.
3. The recipient would preferably have
  - a. served the Environmental Division in an active and exemplary manner
  - b. served on SME Committees or Boards
  - c. participated in SME technical programming by chairing sessions or authoring papers of relevance to the Environmental Division
  - d. significantly contributed to the workings of SME and the Environmental Division; and
  - e. established an outstanding reputation for professionalism and accomplishments.

There are no eligibility limitations regarding nationality or membership in the society, though preference is given to society members. All candidates must be living at the time of selection.

**Timeline**

The Award adheres to the following timeline:

Due Date	Task
April 1	Call for nominations
June 1	Nomination deadline
June 30	Committee chair provides qualified applications to members of committee
July 15	First round of voting complete; committee chair schedules conference call to discuss results (if needed)
July 25	Second round of voting complete (if needed)
August 1	Recipient name and citation provided to awards coordinator
September 15	Recipient is notified
SME Annual Meeting	Award is presented

**Nominations**

Nominations for the Award should contain the following information:

1. Completed nomination form including demographic and contact information for both the nominee and the principal nominator.
2. Up to five letters of support detailing the nominee's qualifications for the award (no longer than 2 pages each).
3. Nominee's biography (2 page maximum).

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4. Nominee's CV/resume (abbreviated version – 3 page maximum).
  5. List of papers/publications (abbreviated version – 3 page maximum).
  6. Appropriate award citation.

All nominations submitted will be considered active nominations for a period of three years. Nominations must be submitted in accordance with the guidelines provided on the award nomination form, which may be downloaded here:

<http://www.smenet.org/awards/>

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**Administration** The Environmental Division Distinguished Service Award is administered by the SME Environmental Division Executive Committee. The Award Committee consists of the members of the Environmental Division Executive Committee with the Division Chair also serving as Chair of the Award Committee.

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**Selection of Recipients** Recipients of the Award shall be selected by a majority vote by the Committee of the Award, subject to the approval the SME Board of Directors. The Award need not be presented in any given year if a suitable candidate is not agreed upon.

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**Award** The Award is a suitable plaque or certificate engraved or embossed with the name of the award as well as the name of the recipient and the citation of the particular achievement for which the award is being conferred.

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**Presentation of Award** The Award will be presented at the Environmental Division's Annual Luncheon, held in conjunction with SME's Annual Meeting.

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**Funding** All expenses incurred in respect of the Award shall be the financial responsibility of the Environmental Division.

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**Amendments** These guidelines may be amended by the Award Committee, subject to approval by the Environmental Division Executive Committee and SME Board of Directors. Any such amendments must be reflected in all appropriate award documentation.

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**Questions** Questions may be directed to:  
Awards Coordinator, SME Member Services Department  
Phone: 303-948-4208  
E-mail: [awards@smenet.org](mailto:awards@smenet.org)

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