

**MIDWEST ARCHIVES CONFERENCE**  
**DISTINGUISHED SERVICE AWARD GUIDELINES**

I. Purpose of the Award

The MAC Distinguished Service Award is given in recognition of significant contributions to the Midwest Archives Conference (MAC) and/or to the archival profession in the Midwest by an active MAC member. The award may be given posthumously.

II. Eligibility

Remarkable service to MAC may include, but is not limited to, extensive and/or superior volunteer work in elected, appointed, or “unofficial” but definable roles within MAC; unusually important innovation, leadership, or crisis management; and notable success in expanding the visibility of and/or support for the Conference. Outstanding contributions to the archival community in the Midwest may include striking work or activities that have dramatically improved the preservation of or accessibility to historically valuable documents or records, or that have resulted in a significantly better public appreciation of archival work and activities.

- A. Nominee must be an individual or institutional member of MAC.
- B. Nominee must have performed remarkable service to MAC or nominee must have made outstanding contributions to the archival community in the states that comprise MAC.
- C. Nominee must have been a MAC member for more than 5 years, not necessarily consecutive.
- D. Because of their service on the awarding committee, Presidents of MAC are ineligible for nomination or award during their presidential term and for ten (10) years after the end of their presidential term.

III. The Distinguished Service Award

- A. The award shall consist of an a framed Certificate of Distinguished Service for each recipient.
- B. Up to three awards shall be made annually. The Award shall be formally announced at the annual business meeting or at a special award ceremony in conjunction with the spring meeting.
- C. Funds from the MAC treasury will be made available to cover: one night’s room and tax at the spring MAC conference hotel, any MAC conference meal function attended by the awardee(s), a complimentary registration. Each recipient shall be informed of the availability of this support at the

time that he/she is invited to attend the MAC spring meeting. Funds from the MAC treasury will be made available for the cost of preparing the certificates including printing, calligraphy, and/or framing.

#### IV. Committee Selection, Composition, and Length of Term

The Distinguished Service Award will be administered by the MAC Presidents' Award Committee (Committee), with selection, composition, and length of term as spelled out in the Presidents' Award Committee Guidelines.

#### V. Reporting Procedures

A. The Chair of the Committee (Chair) shall report its decisions on awardee(s) to the President with sufficient time for the President to notify Council of the awardee(s) prior to 1 March.

B. The names of the awardee(s) chosen by the Committee shall remain confidential until after the nominators and the recipients have been informed of the awards. The names of unsuccessful nominees shall remain confidential.

C. The Chair (or his/her designee) shall give a brief report at the annual business meeting and supply the Secretary with a written version.

D. Information about the recipient(s) of the Distinguished Service Award shall be reported in the MAC Newsletter after the closure of the annual business meeting by the Public Information Officer working with the Chair.

#### VI. Responsibilities and Duties

A. The Chair shall provide each Committee member with a copy of the Distinguished Service Award Guidelines.

B. The Chair shall solicit, through the MAC Newsletter and other means, nominations from the MAC membership of individuals who are eligible for the Distinguished Service Award.

C. Any MAC member may nominate another MAC member for the Distinguished Service Award by writing a nominating letter or E-mail, accompanied by sufficient biographical and professional documentation about the nominee to enable Committee members to make an informed decision, and submitting them to the Chair. Members of the Committee, or the Committee as a whole, are eligible to submit nominations.

D. All nominations must be received by January 31 following the fall MAC Newsletter announcement. The Chair will distribute all copies of all nomination forms and supporting materials to the Committee members.

E. The Chair shall distribute nominations to the other Committee members for review and rating. The Committee shall discuss the nominations via a conference call, meeting, or e-mail. The Committee members will review the nominations, approving or rejecting each candidate. Final decision on an award will be based on a majority vote of Committee members. Persons who have a clear or potential conflict of interest (e.g. institutional or familial affiliation with a nominee) shall absent themselves from action on that nomination. Any member not recommended would be eligible for nomination at another time.

F. The Chair shall inform the President of the names of awardee(s) prior to March 1. The President shall announce the awardee(s) to Council, and shall inform the Committee of any comments Council may have concerning the Committee's work.

G. Following notification of Council, the Chair shall send written notification of the names of the awardees to the Public Information Officer and the chair of the spring meeting Local Arrangements Committee.

H. The President shall invite the winner(s) of the Distinguished Service Award to the awards presentation. The Chair shall coordinate attendance of the winner(s) at the awards presentation. The invitation should include an indication of MAC support for registration fees, one night's accommodation at the conference hotel, and any MAC conference meal function that is scheduled. Each recipient shall be informed of the availability of this support at the time that they are invited to attend the MAC spring meeting.

I. The Chair (or their designee) shall have the certificate prepared and framed for the awards presentation. Expenses for certificates, calligraphy, printing, and/or framing shall be reimbursed by the Treasurer upon submission of receipts.

J. The Chair shall forward the names and appropriate biographical sketches of those granted the Distinguished Service Award to the Editor of the MAC Newsletter and the Public Information Officer. The Editor shall publish such information as well as the names of all other recipients of the award in the first newsletter issued following the spring meeting.

K. The Chair shall maintain relevant and accurate Committee records, including the guidelines, and update documents as needed. All changes to the Distinguished Service Award Guidelines shall be submitted to Council for approval.

L. The outgoing Chair shall forward all relevant information, award guidelines and other materials relating to the Award to the succeeding Chair to facilitate the smooth transition of responsibilities and duties. Materials should also be transferred to the MAC Archives.

Approved by Council: Fall 1996

Revision approved by Council: Fall 1999

Revision approved by Council: May 2001

Revision approved by Council: April 29, 2004

Revision made October 26, 2017 by Tanya Zanish-Belcher; Council approval not required

Revision made November 4, 2023 by David McCartney, pursuant to Council action of September 27, 2023; Council approval not required