

MIDWEST ARCHIVES CONFERENCE

PRESIDENTS' AWARD COMMITTEE GUIDELINES

I. Purpose of the Award

The Midwest Archives Conference Presidents' Award is designed to recognize significant contributions to the archival profession by individuals, institutions, and/or organizations not directly involved in archival work, but who are knowledgeable about its purpose and intrinsic value. The success of archival work often depends on these supporters making outstanding contributions to the archival profession through such areas as legislation, publicity, advocacy, and/or long-term fiscal support. To honor these valued supporters, the Midwest Archives Conference (MAC) established the Presidents' Award. This award shall be a competitive award that is limited enough to be significant, yet at the same time, the Presidents' Award publicizes the work of archivists and the extent of archival activity in the Midwest.

II. Eligibility

A. The nominee shall be any individual, institution, or organization not directly involved in archival work who has contributed significantly to a repository, archival organization, and/or the archival profession. The Award shall recognize significant contributions in such areas as legislation, publicity, advocacy, and/or long-term fiscal support.

B. The Award shall be a recognition of support that has improved the preservation of or accessibility to historically-valuable documents or records (in any format), or has contributed to a better public appreciation of archival work and activity.

C. Greater weight shall be given to archival support that has had a broad, long-term effect, but such emphasis shall not preclude the recognition of outstanding support of a single institution, organization, repository, or archival project.

D. Only support affecting archival work or activity within the MAC region shall be recognized.

E. Professional or volunteer archivists or curators shall not be eligible. Archival organizations and repositories, or corporations with archives, shall generally not be eligible unless the support recognized has reached and benefited the wider archival community in a significant way.

III. The Presidents' Award

A. The Award shall consist of an attractive certificate bearing the title *Midwest Archives Conference Presidents' Award*.

B. Up to three awards shall be made annually. The Award shall be formally announced at the annual Members' Meeting or a special award ceremony organized separately. In addition to presentations at

the spring meeting, a presentation in the recipient's home city or state may also be made by the President, his or her designee, or a member of the Presidents' Award Committee.

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), and 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

A. The Presidents' Award Committee (hereafter referred to as Committee) shall consist of the three immediate past MAC Presidents. The length of term shall be six years and members may not be reappointed. The most senior past President shall serve as Chair. In the event that a past President is unable to serve, the current MAC President shall appoint another member to serve for the balance of that past President's term.

B. The Committee shall also consist of two additional at-large members, selected and approved by the three immediate past MAC presidents, comprising a total of five members. The length of each at-large appointment shall be two years, with a one-time option for renewal, beginning at the conclusion of the annual Members' Meeting. Terms of the at-large members shall be staggered so that one at-large member is either renewed or installed at the conclusion of the annual Members' Meeting.

V. Reporting Procedures

A. MAC members will submit nomination(s) to the Committee by January 31, allowing sufficient time for the Committee to review nominations, select awardee(s), and notify the President, who will in turn notify Council of the awardee(s) prior to March 1.

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

C. Information about the recipient(s) of the Presidents' Award shall be reported by a press release created prior to the annual meeting, and in the MAC Newsletter after the annual Members' Meeting, by the Public Information Officer working with the Chair of the Committee.

VI. Responsibilities and Duties

A. The Chair shall provide each Committee member the Presidents' Award Committee Guidelines.

B. The Committee shall solicit nominations with announcements to MAC membership in December and January, with nominations due January 31. Nominations may be made by any MAC member to heighten visibility for the Award and to ensure an adequate pool of nominations. Each nomination shall be summarized in the space provided on a standardized form and shall be accompanied by sufficient

documentation to enable the Committee members to make an informed decision. Appropriate supporting documentation may include letters of endorsement explaining a nominee's contribution to the archival profession, news accounts, copies of legislation or regulations, etc.

2. Rejected nominations may be resubmitted for consideration in the following year or years.

3. When needed, the Committee shall request additional documentation.

4. The Chair and the Public Information Officer shall generate publicity for the winner(s) of the Presidents' Award, including creation of a press release.

C. 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. 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 recuse themselves from action on that nomination.

D. 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.

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

F. The President shall invite the winner(s) of the Presidents' 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.

G. The Chair or 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 MAC Treasurer upon submission of receipts.

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

I. The outgoing Chair shall forward all relevant information, committee guidelines and other materials relating to the Award to the succeeding Chair to facilitate the smooth transition of responsibilities and duties as well as the MAC Archives.

Approved by Council: January 22, 1993

Revisions approved by Council: May 2001

Revisions approved by Council: April 29, 2004

Revised by Documentation Working Group: April 12, 2014

Approved by MAC Council: April 24, 2014

Revisions approved by MAC Council: September 27, 2023, with revisions entered by David McCartney, November 4, 2023

Timeline:

Throughout the year – Monitor website content for the committee. The website includes publicity information on the award as well as a list of past recipients, form to submit and general award information.

After the Annual Meeting – Biennially, a new president is elected and the immediate past president joins the PAC while the former president that was the most recent committee Chair ends their term. After the awards are presented, the Chair should ensure the award names are added to the MAC web site.

August 1 – Deadline for October MAC Newsletter. Submit notices publicizing the Presidents' Award and the Distinguished Service Award.

September – Prepare committee report for MAC Council prior to their fall meeting.

November 1 – Deadline for January MAC Newsletter. Submit notices publicizing the Presidents' Award and the Distinguished Service Award. This is the last deadline before the next awardees are announced.

November – December - Publicize the awards to other archives organizations in the MAC region. Send a general announcement to the MAC ListServ via the PIO once the October Newsletter has been issued and again in the first week of January before the deadline passes and also send reminders to the PAC members about the nomination deadline coming up.

January 31 - Deadline for receipt of nominations for both the Presidents' Award and the Distinguished Service Award. The Committee members receive them and then will share with the full Committee.

January-February – All documents related to the nominees are reviewed by all committee members and a decision is made (after discussion) as to who should receive the award(s).

January – February - Create an e-mail letter of congratulations to the award winner(s) for use by the Chair who is the one to send the award notification letter. It should include information on attending the meeting to receive the award as well as information on the costs MAC will cover, and where to find

the meeting program (they receive free registration). A letter will be sent or shared with the winners, accompanying the certificate, and signed by the current MAC President on official letterhead.

March 1 – Deadline for submission of names of honoree(s) to the MAC President. It is advised that the honorees are notified as soon as possible after the award is determined so that they can have adequate time to make travel plans to the Annual Meeting to receive the award in person if they are able to do so.

March 1 or before – Once the honoree has been notified and acknowledges the award, contact the nominator(s) and indicate their roles if they will be attending the meeting. If the honoree(s) will be attending the meeting: 1) be in contact with them to assist them with their travel planning and/or allow the nominator(s) to assist with this and 2) contact the Local Arrangements Committee Chair about reserving any needed rooms and confirmation for the honoree. 3) In conjunction with the MAC President, the Presidents' Award Committee will need to decide as to the possibility of having a lunch prior to the Members' Meeting on Friday. If yes, contact the LAC Chair about making a Friday lunch reservation at the hotel restaurant or close to the hotel. [The luncheon can include the honoree, the PA Committee (3 people), nominator(s) and the current MAC president.]

March 1 or before – The Chair maintains a certificate template, which can then be updated with the winner's information and either printed out or shared electronically. The award should be framed appropriately and signed by the MAC President. Receipts for the frame should be turned over to the MAC Treasurer for reimbursement.

March 1 – the Annual Meeting – If having a lunch, then contact all possible lunch participants and send a final number to LAC Chair for the reservation. Contact the MAC PIO to notify them that an award is forthcoming.

March 1 – the Annual Meeting – If the honoree is not attending the meeting, contact nominator and request their assistance in finding an appropriate time and place to present the award personally to the honoree. [The award should be done in as timely a manner as possible.]

Prior to Annual Meeting – complete and submit a written report to Council for their upcoming meeting. (The PAC Chair will be included in the MAC Leadership ListServ). The Chair should also update and add to this timeline as needed and submit it to the MAC President and other committee members as needed.

Prior to Annual Meeting – work with honoree, nominator, and PIO to create a press release about the award and that their assistance with identifying appropriate media to send it to would be helpful.

Annual Meeting – Check in with nominator(s) and honoree(s) once they arrive at the meeting: 1) make sure everyone knows the lunch venue and time, if necessary; 2) explain how the awards will be given at the Members' meeting and where to sit; and 3) touch base with the MAC PIO and make sure a photo is taken of the honoree for the MAC web site and newsletter.

Awards Ceremony – The awards are made at the outset of the Members Meeting, so that once they have received their award, the honoree need not feel obligated to stay for the "business" portion of the meeting. The PAC Chair introduces the award and encourages more submissions. The PAC Chair can

introduce the honoree(s) and share prepared remarks and will make the award presentation, giving the honoree(s) their framed certificate (If time permits, the honoree may be able to make a few short remarks).

May 1 - Deadline for July MAC Newsletter. Write an article about the award winner(s) and submit it. Facilitate any more needs, such as sharing photos, news release in regard to the award as may be needed by the MAC PIO and MAC Webmaster.