



VIRGINIA ASSOCIATION OF GOVERNMENT ARCHIVES AND RECORDS ADMINISTRATORS

OUTSTANDING MEMBER and VENDOR AWARDS

Each year **VAGARA** members are given the opportunity to nominate a member and/or vendor that has made significant contributions to the fields of **Archives and/or Records Management**. All members, with the exception of current Executive Board officers with voting rights, are eligible for nomination. Vendor nominees must be members of **VAGARA**.

NOMINATION COMMITTEE:

The nomination committee is chaired by the **Vice President** who selects a minimum of two (2) additional members to review the accomplishments of the nominees.

ELIGIBILITY:

MEMBERS nominated for the award must meet a minimum of three (3) of the five (5) criteria components listed:

- **Leadership:** recognized as a prominent figure for developing and/or coordinating presentations, meetings, seminars, workshops, or classes associated with the fields of **Records Management, Archives, Information Science**, or other related fields; is currently or has been a CRM or a leader in a professional organization associated with the fields of **Records Management and/or Archives**.
- **Activities Participation:** is currently, or has been, an active member of an organization by participating in activities; making contributions that have helped to promote, strengthen, and improved the organization; makes a difference by supporting and promoting the organization to others.
- **Scholarship:** is currently, or has, demonstrated quality speaker presentations, led training sessions and/or classes, written articles, contributes or has contributed to the newsletter, is a member of a SIG or participated in their meetings; contributes to professional standards by enhancing learning opportunities for fellow professionals and/or members.
- **Original Contribution:** recognized for contributing original work that supports the fields of **Archives and Records Management**, e.g., developing a records management manual for an agency or locality; publishing books, pamphlets or monographs that augment a particular field of study, successfully introduces new technologies into the workplace; develops an information policy that affects an agency, organization, or government entity.
- **Working Contributions:** recognized for contributions made in the fields of **Archives and Records Management** in areas such as developing records retention schedules; establishing a vital records program, creating an active records program; establishing an archival program; forms management, reports, correspondence controls, reformatting program; establishing reprographic controls for an organization, and/or developing an electronic records program.



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VENDORS nominated for the award must have made significant contributions in support of VAGARA's mission by promoting and contributing to the fields of **Archives and Records Management**.

AWARD PRESENTATIONS:

Awards are presented at the Award Program during the annual conference.

The individual selected as the **Outstanding Member** receives a plaque and a framed award letter signed by the VAGARA President. A copy of the letter is also sent to the awardee's manager or supervisor.

The individual selected to receive the **Outstanding Vendor** award receives a plaque and a framed award letter signed by the VAGARA President.