

**MINNESOTA SECTION 1203
AMERICAN SOCIETY FOR QUALITY
SECTION POLICY**

POLICY NUMBER: MSP-A-009	SUBJECT: Chair's Award Policy
ORINATION DATE: 7/23/96	ACCOUNTABILITY: Section Chair
APPROVAL DATE: 8/13/96	APPROVAL BY:
REVISION DATE: 5/7/02	PAGE NO: 1 OF 3

1.0 OBJECTIVE

- 1.1 The Chair Awards are intended to recognize individual members of the Minnesota Section ASQ who have performed outstanding service through activities and efforts. There will be two types of awards: 1) for service to the Section, and 2) for service to the community.

2.0 RELATED POLICIES AND PROCEDURES

- 2.1 MSP-A-002, Use of the National and Section Logos and Identifying Language.
2.2 ASQ Policies on Creation and Control of Society Awards.

3.0 SUPERSEDES

- 3.1 MSP-A-009 approved 8/13/96

4.0 NUMBER OF AWARDS AND AWARD CYCLE

- 4.1 The award cycle shall be concurrent with the term of the Office of the Section Chair commencing on one July of each calendar year with awards to be presented at the Chair's night meeting in May of that following year. Up to two awards may be presented during this award cycle for each service to the Section and service to the community.

5.0 ELIGIBILITY AND NOMINATIONS FOR THE AWARD

- 5.1 Any member, except incumbent officers and appointive Committee Chairs, in good standing of the Minnesota Section ASQ including its Subsections and sponsored Student Branches is eligible for nomination for either Award.
- 5.2 Any member in good standing of the Minnesota Section ASQ may nominate for the Award. Nomination criteria as defined in par. 8.0 and format will be defined in each January issue of the Section newsletter. Eligible nominations will require a postmark deadline of March 1, deliverable to the Section office. Nomination forms may also be obtained from the Section office.

6.0 PANEL OF JUDGES, SELECTION AND DUTIES

- 6.1 Each year, preferably in the month of September, the incumbent Section Chair shall appoint a panel of judges consisting of not less than three nor more than five members in good standing of the Minnesota Section. One of the judges will be assigned panel leader responsibilities.
- 6.2 The panel of judges will be responsible for all activities relevant to the award process as described herein for this award cycle.

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- 6.3 The panel of judges shall evaluate each nominee credentials, decide by consensus acceptable candidate(s) and present their recommendations at the April Executive Board meeting, Minnesota Section ASQ.
- 6.4 For each candidate formally acceptable to the Executive Board, the judges will coordinate the preparation of a formal letter of announcement to the recipient from the incumbent Section Chair, an appropriate citation and an award trophy for the formal presentation.

7.0 AWARD FORMAT

- 7.1 The Award shall consist of a crystal eagle, mounted on a round base with the logo of Minnesota Section and an accompanying citation. The plaque shall also contain the wording "CHAIR'S AWARD" as a permanent part of the design. The wording "FOR SERVICE TO THE SECTION" or "FOR SERVICE TO THE COMMUNITY," as appropriate, shall appear as the heading of the engraved nameplate containing the name of the recipient and the Award year.
- 7.2 The citation, containing the name of the recipient, the year of the Award and as a minimum personally signed by the incumbent Section Chair, shall contain a summary of the language of the nomination and include a brief Section-related biographical outline of the member.

8.0 CRITERIA

8.1 CHAIR'S AWARD FOR SERVICE TO THE SECTION

- 8.1.1 Eligible members shall be nominated and selected based these considerations:
 - 8.1.1.1 The nominee should have demonstrated a long term (minimum of eight years) commitment to the Minnesota Section ASQ and its activities.
 - 8.1.1.2 The nominee will have clearly demonstrated a willingness through action to become involved in the promotion, enhancement and improvement of the Section and its activities through volunteer activities.
- 8.1.2 Activities that will be considered in selecting an Award recipient will include:
 - 8.1.2.1 Exceptional recruiting activities.
 - 8.1.2.2 Repeated service on a variety of Section committees or boards.
 - 8.1.2.3 Through personal contacts or written efforts, bringing media and public attention to the efforts of the Minnesota Section ASQ.
 - 8.1.2.4 Published articles that identify the author as a member of the Minnesota Section ASQ and which advance the objectives of ASQ and the Minnesota Section.
 - 8.1.2.5 Participation as a volunteer speaker for the Minnesota Section ASQ, its conferences and subunits on a repeated basis.

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8.1.3 The person selected as an Award recipient will be recognized as a team player, one who is respected by peers in the Minnesota Section ASQ, and through whose efforts the Section has been improved and strengthened.

8.2 CHAIR'S AWARD FOR SERVICE TO THE COMMUNITY

- 8.2.1 Eligible members shall be nominated and selected based these considerations:
- 8.2.1.1 The nominee should have demonstrated a long term (minimum of eight-years) commitment to the Minnesota Section ASQ and its activities.
 - 8.2.1.2 The nominee will have clearly demonstrated a record of service to the improvement of their community, state or nation through volunteer activities which promote Quality in all of its facets including the quality of life.
- 8.2.2 Activities that will be considered in selecting an Award recipient will include:
- 8.2.2.1 Service to the community or statewide groups promoting Quality including the fields of government, education, environment or other causes.
 - 8.2.2.2 Repeated service on a variety of volunteer or elective community, school or state boards or advisory groups.
 - 8.2.2.3 Through personal contacts or written efforts, bringing media and public attention to the necessity for and means of change to improve the environment or the community.
 - 8.2.2.4 Service as a volunteer speaker to nonprofit groups such as schools, community groups and other similar groups on the subject of Quality.
- 8.2.3 The person selected as an Award recipient will be recognized as a team player, one who is respected by peers in the community, state or nation as a champion of change and improvement and whose efforts have resulted in the advancement of the education for the necessity of the quality of life being foremost in everyone's thoughts.

9.0 APPROVAL

9.1 Approved by the Minnesota Section ASQ Executive Board:

Section Chair

Section Secretary

Date