

# ITAA Guidelines for Nominations and Granting of the **ITAA Service Award**

## I. GENERAL DESCRIPTION OF THE AWARD:

The ITAA Service Award is established to recognize ITAA members who have made a significant contribution to the advancement of the association and to its development as an organization that promotes transactional analysis internationally, supports its members, and offers a social benefit to the public in accordance with its vision. They will be recognized for their commitment, the nature of their service, and the “I’m OK, You’re OK” manner in which they conduct themselves in the process of offering that service. The nominee will have demonstrated a generous spirit of service, responsibility, and effectiveness in his or her contribution to the life of the ITAA.

Nominations for the ITAA Service Award are to be considered annually by the ITAA Executive Committee (or such committee as they may appoint, hereafter called the award committee). The ITAA Service Award need not be presented each year, and in the event that there is more than one equally qualified nominee, the board may make multiple awards at its discretion. The award will be presented annually either at the ITAA conference or at another forum decided on by the award committee, except for those years in which the committee votes not to grant the award.

The award will consist of a plaque. The award committee will recommend and coordinate with the ITAA president and office on the arrangements for presenting the award.

## II. SPECIFIC NOMINATION CRITERIA:

1. Any ITAA member in good standing may nominate any other ITAA member in good standing. Normally the nomination will be supported by 3 or 4 members.
2. The activities demonstrating the level of service rendered to the ITAA will primarily have taken place while the nominee was an ITAA member.
3. The nomination itself should include a description of the nominee’s background as well as a detailed description of the ways in which the nominee consistently and historically served the ITAA, its vision, and its members. Documentation will be provided to support the nomination.
4. It is not necessary for the nominee to have received previous recognition for his or her efforts. Members of the ITAA who are currently serving on the executive board may be considered for nomination but will be excluded from any award committee process.

## III. NOMINATION PROCEDURES:

1. The ITAA Award Committee will publish a call for the ITAA Service Award at least 1 year prior to the annual ITAA event at which the award is to be given. The call for nominations will be published in *The Script* newsletter and on the ITAA website so that all members will have an opportunity to respond. It will include a brief description of the award criteria and the supporting materials that must be submitted.
2. Additionally, members of the ITAA Executive Committee may directly encourage nominations by and for members who might not otherwise respond to a published call for nominations.

3. To be considered for a nomination, the following information and materials must be submitted, in written English and an electronic format (Microsoft Word or PDF), by the individuals, groups, or organizations making the nomination to the ITAA Secretary no later than 1 January:
  - a) Name of the nominee
  - b) A detailed description by those making the nomination, all of whom must be ITAA members, of how the nominee has demonstrated his or her service to the ITAA, its vision, and its members
  - c) Relevant supporting documentation
  - d) The complete name, address, and phone numbers of the person(s) making the nomination and specifically the person the award committee may contact if additional information or material is required
4. Notifying the nominee that his or her name has been submitted for consideration for the ITAA Service Award is a courtesy on the part of the person(s) making the nomination but it is not a requirement of the nomination process.
5. The award committee may require additional information or documentation from the person(s) making the nomination prior to considering the nomination for an award. Failure to provide this requested documentation in a timely fashion may result in the nomination being dropped for consideration during that year.

#### IV. THE AWARD COMMITTEE REVIEW/VOTING PROCEDURES:

1. All nominations received by the 1 January deadline will initially be reviewed by the chairperson in consultation with committee members to determine the following:
  - a) The eligibility of the nomination
  - b) That written information and materials required for submitting a nomination are complete and sufficient for consideration by the committee
  - c) The names of three (3) to five (5) committee members or other consultants who are qualified to review and evaluate each nomination for the award
2. No later than 5 months prior to the award, the award committee will request from the person(s) making the nomination any additional information needed. That information must be submitted no later than 4 months prior to the event at which the award is to be given. The award committee may, as a courtesy, inform the nominee of his or her nomination, but that is not required.
3. The three (3) to five (5) committee members will thoroughly review and evaluate each nomination for the award and recommend whether or not to grant the award to a particular nominee(s). Their decision will be recorded.
4. The detailed reviews and recommendations will be distributed to all committee members at least 2 months prior to the annual event at which the award is to be given. Everyone on the committee will review the materials prior to voting.
5. The award committee will have the following options for granting the award:
  - a) Granting no award that year
  - b) Granting one award that year

- c) Granting more than one award that year
6. All votes must be received by the award committee chairperson at least 1 month prior to the award ceremony. In the event of a tie or a close vote, the chair may ask committee members to indicate their thoughts on granting more than one award.
  7. All review procedures and deliberations are to be kept confidential by the members of the award committee. Decisions to approve or refuse granting of the award will be kept in the committee minutes along with a brief summary of the committee's rationale.
  8. Any person(s) nominated for the ITAA Service Award will be informed of the committee's decision prior to the annual ITAA Board of Trustees meeting. When a nominee is refused the award, a letter from the ITAA Executive Committee that warmly strokes the nominee's personhood and endeavors is strongly suggested.