



# International Society of Arboriculture

## ISA Awards Committee

**Purpose Statement:** The purpose of the Awards Committee is to promote recognition of ISA members and other industry professionals who have made outstanding achievements for and contributions to the arboriculture profession. The ISA Awards Program also recognizes the efforts of individuals who make a positive impact on the urban forest through community outreach and educational efforts. This program is facilitated through the ISA Awards of Distinction and the ISA True Professionals of Arboriculture recognition.

**Awards of Distinction:** The Awards of Distinction are the highest honors bestowed by ISA. This program recognizes individuals for their contributions to the advancement of the arboriculture industry in nine categories that are described on the ISA website.

**ISA True Professionals of Arboriculture:** This program recognizes ISA members and credential holders for their best practices and the successes they have had in educating their communities, clients, colleagues, and employees about trees and the importance of proper tree care.

### Structure

#### Criteria

- ☐ The committee will consist of a chair and seven members with a diverse representation based on geographical region and area of practice.
- ☐ The operating language of the Awards Committee will be English, and all documents should be received and produced in English.



#### Selection

- ☐ **Committee chair:** The chair is appointed by the ISA Executive Director.
- ☐ **Committee members:** Members are selected by the committee chair with recommendations from ISA staff.

#### Terms of Office

- ☐ **Committee chair:** The chair will serve a minimum term of three years and may serve consecutive terms as appointed by the ISA executive director with the recommendation of the staff liaison and committee.
- ☐ **Committee members:** Terms of office will be staggered and are effective at the close of the ISA Annual International Conference. Members will serve either a two-year or three-year term and may serve up to two consecutive terms. No more than one-third of the committee will turn over within a 12-month period; term limits may be extended to accommodate any period of unusually high turnover.

### Duties and Responsibilities

#### Committee

- ☐ Encourage and solicit nominations for the ISA Awards Program.
- ☐ Facilitate the nomination review, rating, and selection process of the award recipients.
- ☐ Annually review the criteria for award nominations.
- ☐ Annually review and update award categories and descriptions as needed.
- ☐ Review submissions for requests to rename an award, add an additional award, or restructure an award or award program.

#### Committee Chair

- ☐ Work closely with ISA staff liaison to establish a work plan, develop a budget, monitor and assess progress, and recruit committee members.
- ☐ Collaborate with staff liaison to develop meeting agendas and moderate committee meetings.
- ☐ Collaborate with committee and staff liaison to perform an annual review of the award categories and their descriptions.
- ☐ Oversee tasks of the committee as defined in the committee responsibilities to ensure deadlines are met.

#### Committee Members

- ☐ Actively participate in meetings and requests for review or feedback.
- ☐ Perform assigned tasks related to the review and rating of award nominations and maintenance of award category descriptions in a timely manner.
- ☐ Serve as advocates for award programs by encouraging and soliciting nominations.

#### Meetings

The committee will meet via conference call. The conference calls will take place throughout the year as needed. The majority of meetings will occur within the two months following the award nomination deadline for review and selection of the annual award recipients.

The committee will function by consensus decision making. When decision by consensus is not possible, a vote will be taken and a two-thirds majority rules in the presence of a quorum. Quorum shall consist of greater than 50 percent of the committee members. The chair shall cast the deciding vote in case of a tie.

### ISA Staff Liaison Administrative Responsibilities



- ☐ Manage the nomination application and submission process and serve as primary contact for nominators; make all award nominee materials available to the committee for review.
- ☐ Coordinate meeting logistics and create and distribute written notes to the committee summarizing decisions made during meetings.
- ☐ Collaborate with chair to prepare an annual report to the ISA Board of Directors for approval of the committee's recommended Awards of Distinction recipients.
- ☐ Communicate with award recipients and nominators and manage logistics for award presentations.
- ☐ Oversee fulfillment of award benefits, including free, full-conference registration and reimbursement of hotel costs as specified.
- ☐ Develop award recipient bios and coordinate the production of related media (such as videos) for the award presentations and promotions.