TABLE OF CONTENTS

[Purpose 2](#_Toc401667491)

[Qualifications 2](#_Toc401667492)

[Honored Service Member Bylaw 2](#_Toc401667493)

[Roles and Responsibilities 2](#_Toc401667494)

[Nominating Organization 2](#_Toc401667495)

[Nominee 2](#_Toc401667496)

[Sponsor(s) 2](#_Toc401667497)

[Process Champion 2](#_Toc401667498)

[Staff Liaison 3](#_Toc401667499)

[Staff Awards Team Chair 3](#_Toc401667500)

[Executive Committee Liaison 3](#_Toc401667501)

[SPE President 4](#_Toc401667502)

[Deadlines and Submittal Process 4](#_Toc401667503)

[Deadlines 4](#_Toc401667504)

[Submittal Process 4](#_Toc401667505)

[Form 1: Nomination for Honored Service Member 5](#_Toc401667506)

[SPE Volunteer Activity of Candidate 6](#_Toc401667507)

[Form 2: SPE Volunteer Activity of Candidate 7](#_Toc401667508)

[Form 3: Top Five Achievements 9](#_Toc401667509)

[Sponsor Statement 10](#_Toc401667510)

[Who Should be a Sponsor 10](#_Toc401667511)

[Purpose of the Sponsor 10](#_Toc401667512)

[What not to Include in the Sponsor Statement 10](#_Toc401667513)

[How to Complete the Sponsor Statement 10](#_Toc401667514)

[Multiple Sponsors 10](#_Toc401667515)

[Form 4: Sponsor Statement 11](#_Toc401667516)

[Submission Checklist 12](#_Toc401667517)

# PURPOSE

The purpose of these guidelines is to describe the procedures for nomination and election of Society of Plastics Engineers members to the Honored Service Member grade and to provide some assistance for carrying out those procedures.

# QUALIFICATIONS

## Honored Service Member Bylaw

To be elected an Honored Service Member, a candidate shall have been awarded the President’s Cup or have demonstrated long-term, outstanding service to, and support of, the Society and its objectives; shall be sponsored, in writing, by the Board of Directors of at least one Section or Division, or by a Committee of the Society organized for this purpose; and have been a member in good standing for six years. Honored Service Members shall be elected by a two-thirds majority of a committee established for that purpose. The level of Honored Service Members shall at no time exceed one-twentieth of the voting members in good standing of the Society.

# ROLES AND RESPONSIBILITIES

## Nominating Organization

* An SPE member may be nominated for the Honored Service Member grade by the board of directors of a Section, Division, or by the SPE HSM Nominating Committee.
* Having decided upon a nominee, the nominating organization contacts, in writing, the SPE Staff Liaison to verify the candidate’s eligibility.
* Once eligibility is determined, the nominating organization designates a Process Champion to follow through with the application process.
* The nominating organization contacts the nominee and obtains the name of a Sponsor.
* The nominating organization then completes *Form 1: Nomination for Honored Service Member* in the HSM Guidelines and Application.

## Nominee

The Candidate completes *Form 2: SPE Volunteer Activity of Candidate* and *Form 3: Top Five Achievements* in the HSM Guidelines and Application.

## Sponsor(s)

The Sponsor(s) completes *Form 4: Sponsor Statement* outlining the outstanding accomplishments of the nominee as a Society volunteer, stressing the value of those accomplishments.

## Process Champion

A Section/Division Process Champion is imperative to the success of the nomination process.

He/She will:

* Facilitate the distribution and submission of the various Forms included in the HSM Guidelines and Manual.
* Submit all paperwork to SPE Headquarters for distribution to the Honored Service Member Election Committee.
* Do any required follow-up.

**HSM Election Committee Chair**

* General oversight of entire HSM process and recognition
* Selects/appoints individuals as committee members
* Conducts HSM training session for sponsors, process champions and interested individuals.
* Conducts quality check of all completed applications to identify weak paperwork
* Works with SPE Staff Liaison to notify Process Champions of areas that need additional/more complete information
* Conducts HSM Election Committee teleconference to select recipients
* Summarizes the work of the committee including the election results and provides a report to the Executive Committee Liaison for the SPE Executive Committee

**HSM Election Committee Members**

* Review applications, assign discretionary points, send total points allotted/application back to Staff Liaison
* Uphold reasonable standards of eligibility, participate in Election teleconference, and elect recipients for HSM

## Staff Liaison

* Communicates HSM criteria and nomination procedures, including intent of member grade, prestige level, etc. to SPE leadership
* Ensures that HSM application and policy are posted on the SPE website
* Conducts HSM training session for sponsors, process champions and interested individuals
* Sends letter to SPE leadership requesting nominations
* Checks applications upon receipt and contacts Process Champion to confirm receipt and/or notify him/her that application is incomplete
* Sends completed applications to Committee Chair for review
* Provides all completed applications to HSM Election Committee members
* After committee review, compiles total points per application per reviewer in a spreadsheet and sends it to all committee members
* Sets up HSM Election Committee teleconference
* Aids in presentation at ANTEC

## Staff Awards Team Chair

* Sends letter of congratulations, including logistics of presentation, to all new HSMs
* Publishes list of new HSMs
* Adds new HSMs to list available on website
* Sends out press releases
* Coordinates presentation at ANTEC

## Executive Committee Liaison

* Participates (without vote) in HSM Election Committee teleconference
* Presents letter from HSM Committee Chair on election of HSM candidates to Executive Committee and facilitates discussion

**Executive Board**

* Review list provided by Executive Committee Liaison, resolve and questions or discussion points, and approve HSM candidates.

## SPE President

* Selects HSM Election Committee Chair
* Aids in filling HSM Election Committee with members
* Contacts by phone each candidate who is selected to congratulate him/her
* Contacts by phone each candidate who was not selected, giving them a chance to ask “why”

# DEADLINES AND SUBMITTAL PROCESS

Completed application includes

Form 1: Nomination for Honored Service Member (p 5)

Form 2: SPE Volunteer Activity of Candidate (p 7)

Form 3: Top Five Achievements (p 9)

Form 4: Sponsor Statement (p 11)

## Deadlines

Deadline for the submission of a completed application – **October 1, 2018**

Copies of complete applications forwarded to the HSM Committee Chair for quality check – **October 12, 2018**

Deadline for missing/incomplete information as requested by HSM Committee Chair – **October 31, 2018**

Honored Service Members Committee report forwarded to the Executive Committee for endorsement – **January 2019**

Presentation of the HSM certificates and pins – at **ANTEC 2019**

## Submittal Process

The application process is electronic. All materials must be received electronically in a PC compatible format. They must be sent in the form of Microsoft Word (.doc) or Adobe Acrobat (.pdf).

**E-mail:** Submit your application materials to kschacht@4spe.org.

OR

**Mail:** Submit your application materials on a USB drive to:

HSM Election Committee

c/o Kathy Schacht

Society of Plastics Engineers

6 Berkshire Blvd. #306

Bethel, CT 06801 USA

# FORM 1: NOMINATION FOR HONORED SERVICE MEMBER

Our candidate for Honored Service Member is:

Name

Company

Address

City       State       Zip

Email       Tel       Fax

The following SPE member has agreed to act as the Sponsor:

Name

Company

Address

City       State       Zip

Email       Tel       Fax

The following SPE member has agreed to act as the Sponsor:

Name

Company

Address

City       State       Zip

Email       Tel       Fax

We have designated the following SPE member to act as the Process Champion:

Name

Company

Address

City       State       Zip

Email       Tel       Fax

Nominated by:

Name

Acting as:

President,       Section

Chair,       Division/SIG

Chairperson, SPE Honored Service Member Election Committee

# SPE VOLUNTEER ACTIVITY OF CANDIDATE

**HSM Candidate** - Complete chart on next page in detail (use additional sheets as required). List dates and positions held in service to SPE including positions held on the Section and/or Division and/or Special Interest Group (SIG) Board of Directors, service with an SPE Student Chapter, and service on the Society or SPE Foundation level. List chronologically by category.

**President or Chair** – Section President, Division Chair, SIG Chair, SPE President

**Officer** – Secretary, Treasurer, President-elect, Chair-elect, Councilor, ANTEC GOC Chair, ANTEC TPC Chair, TopCon Chair, SPE Foundation Chair/ President

**Other Officers or Committee Positions** – Vice President, Vice Chair, Newsletter Editor, Program Chair, TPC Committee member, ANTEC Session Chair, Society level Governance Committee Chair

**Board Positions**– membership on a Section, Division, SIG, Student Chapter or SPE Foundation Board

**Committee/ Board Members** – membership on committees you did not chair

**Other Activity** – seminars or programs conducted, educational products developed, events and specific activities worked on, ANTEC or TopCon sessions moderated

# Form 2: SPE Volunteer Activity of Candidate

Candidate’s Name:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | | | |
| **Category** (List your service as) | **Name of Group** (Section, Division, Special Interest Group,  Student Chapter, SPE) | **Position Description** | **From (mm/yy)** | **Through (mm/yy)** |
| **President or Chair** (4 points for each year of service as President of the Society, President of an SPE Section, Chair of an SPE Division, or Chair of an SPE Special Interest Group) Note: See Board Positions for Student Chapter Chair |  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Officer** (3 points for each year of service) as President-elect, Chair-elect, Senior Vice President (Society level only), Past President (Society level only), Secretary, Treasurer, Councilor, ANTEC GOC Chair, ANTEC TPC Chair, TopCon Chair, TopCon Technical Program Chair, Division or SIG ANTEC Technical Program Chair, SPE Foundation President/Chair |  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Other Officers or Committee Positions** (2 points for each year of service) as Vice President, Vice Chair, Newsletter Editor, Communications Chair, Program Chair, Sponsorship Chair, Education Chair, Division or SIG Technical Program Committee member, ANTEC General Operating Committee member, ANTEC Session Chair, Society Level Governance Committee Chair |  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

continued on next page

Form 2: SPE Volunteer Activity of Candidate (cont.)

Candidate’s Name:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Category** (List your service as | **Name of Group** (Section, Division, Special Interest Group,  Student Chapter, SPE) | **Position Description** | **From (mm/yy)** | **Through (mm/yy)** |
| **Board Positions** (1 point for each year of service) as Prior Past President (Society level only), Awards Chair, Nominations Chair, Public Interest Chair, Membership Chair, House Chair, Social Event Chair, Special Event Chair, Other Committee Chair, TopCon Committee member, Student Chapter Chair, Section Liaison to Student Chapter |  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Committee / Board Member** (0.50 points for each year of service) as a Committee member or Board member |  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Other Activity not listed above** (discretionary points assigned by committee; not to exceed 20% of total) |  |  |  |  |

# FORM 3: TOP FIVE ACHIEVEMENTS

Candidate’s Name:

**HSM Candidate** - Rank your five most important achievements as a SPE volunteer (#1 being the most important). This form is critical in understanding the candidate’s impact ~~of~~ on SPE. Please include a brief, but specific, description of your five most important achievements as an SPE volunteer. **Be sure to emphasize the results of those achievements rather than simply listing positions or titles held**.

1. a. List Achievement

b. List Results of Achievement

1. a. List Achievement

b. List Results of Achievement

1. a. List Achievement

b. List Results of Achievement

1. a. List Achievement

b. List Results of Achievement

1. a. List Achievement

b. List Results of Achievement

# SPONSOR STATEMENT

## Who Should be a Sponsor

### You should be a Sponsor if

* You are aware of the volunteer activity of the HSM Candidate.
* You have worked with the Candidate in a volunteer capacity and can personally authenticate and verify the achievements he/she has made on behalf of the Society.

### You should not be a Sponsor if

* You have only known the Candidate in a social or peripheral relationship.
* You have only second-hand knowledge of his/her achievements.

## Purpose of the Sponsor

The Sponsor is needed to help put the Candidate’s contributions into perspective for the people who will be reviewing these achievements. These people are relying on your insight and knowledge of the Candidate. They are looking for you to fill in any blanks or tell them of the significance or value of each contribution the Candidate made on behalf of the Section, Division or Society. For example:

* Was the Candidate solely responsible for an improvement in how the Section or Division operates?
* Was the Candidate responsible for the concept, development, execution, or management of an event or program?
* Did the Candidate’s efforts heavily impact the educational programming offered by the Section or Division – or reach a new audience previously untapped (students, the general public, other technical associations, etc.)?

## What not to Include in the Sponsor Statement

Do not list the candidate’s personal information, i.e. marital status/number of children.

Do not list activities unrelated to SPE, such as church or civic activities.

## How to Complete the Sponsor Statement

On the next page, or a separate page, please type a description of the Candidate’s outstanding accomplishments as a volunteer for SPE.

In the opening sentence, define how you know the Candidate in order to establish your credibility as a Sponsor.

Be as descriptive and explicit as possible in describing the Candidate. The most common cause of rejection of a nomination is too little specific information about the Candidate.

## Multiple Sponsors

Multiple sponsors are acceptable, and may be beneficial, especially if the candidate has leadership service roles in multiple groups (Section, Division, SIG, and/or Student Chapter) or in Society level governance.

# FORM 4: SPONSOR STATEMENT

Candidate’s Name:

Provide a **description** of candidate’s outstanding accomplishments. Stress the **value** of those accomplishments to the Section, Division, SIG, Student Chapter and/or Society. Sign the letter.

# SUBMISSION CHECKLIST

The following forms must be included in the information submitted to the Honored Service Member Election Committee:

Form 1: Nomination for Honored Service Member (p 5)

Form 2: SPE Volunteer Activity of Candidate (p 7)

Form 3: Top Five Achievements (p 9)

Form 4: Sponsor Statement (p 11)

The application process is electronic. All materials must be received electronically in a PC compatible format. They must be sent in the form of Microsoft Word (.doc) or Adobe Acrobat (.pdf). Deadline for the submission of a completed application – **October 1, 2018**

**E-mail:** Submit your application materials to [kschacht@4spe.org](mailto:kschacht@4spe.org)

OR

**Mail:** Submit your application materials on a USB drive to:

HSM Election Committee

c/o Kathy Schacht

SPE

6 Berkshire Blvd, Suite 306

Bethel, CT 06801 USA