

## Examples for Honored Service Member Application Form 3: Top 5 Achievements

The HSM committee noted that Form 3 is often poorly written and does not capture the nominee's achievements and impact. Sponsors and Process Champions asked for some examples of well written achievements. **Note:** These are just examples of how an achievement and its results should be presented and not the only examples of the types of acceptable achievements.

Achievement	Result of Achievement
Converted newsletter from paper to electronic format	...reduced newsletter expenses from \$XX,000 per year to less than \$XXX annually. Allowed for instantaneous distribution to XXX members as well as using it as a tool to recruit new members...
Developed several products that are being sold through the SPE bookstore, creating cash flow for SPE and these tools help SPE maintain its long standing position in education	Define products developed and what you did... Develop XX book for SPE. Wrote chapter 3 on ... title of chapter. Served on steering committee to develop SPE Plastics Technician's Tool Box and authored chapters XX...
Chair Education Committee responsible for scholarships and grants	revitalized scholarship program, modifying the application process to better emphasize technology and increased the number of targeted schools... XX scholarships totaling \$XXX were awarded that year...
Championed creation of XX SIG	Volunteered to chair SIG organizing committee after hearing the proposal from the Divisions Committee at Council meeting... Formed a 6 person organizing committee representing leaders in the industry, completed the needed steps and presented the SIG petition to council. SIG was formed and the first technical program was at ANTEC XXXX... X sessions were held with X speakers and an average attendance of XX. Served as Chair of the SIG and some of the notable accomplishments were...
Served as Chair of XXX Division from X to Y	Implemented a revised mission for the division (detailed description of mission)... increased participation of student activities which resulted in \$XXX in scholarships... recruited x new board members... rolled out the division's writing technical writing contest which is supported by XX universities. This encourages students to participate in SPE and the division. XX scholarships were given...
Served on organizing committee for XX technical conference in conjunction with 2 other SPE groups	Held a successful conference with excellent industry participation from suppliers, manufacturers, raw material suppliers, etc. It was a X day conference with XX speakers on a variety of topics and YY attendees. The conference yielded a profit of \$XXX. This allows the division to award scholarships (how much and how many) and provide \$XXX to SPE. It also allowed the division to...

Initiated first Technical Seminar for XX Section	The seminar was a success. Define topics and benefit to Section. XXX attendees from 10 countries... ...delivered \$YYY to Section and made us profitable again...
Chaired XX conference and working with the facility developed a creative solution for space constraints.	Due to growth of our the conference both in sponsors and attendees, we had out grown the facility. The committee determined it was too disruptive to move to an new venue so a tent was constructed behind the facility to provide additional space. The outcome was the highest attendance ever for the conference with XXX registrants and a continued quality program... The highest number of presenters at XX and the largest number of exhibitors and sponsors XX... The highest grossing conference with \$XXX received.
Developed 4 successful technical programs for X Division RETEC	Worked with committee to develop RETEC session topics, recruited authors for 4 sessions, conducted peer review of submitted papers and worked with authors for needed modifications... Served as technical program coordinator collecting final technical papers, managing the speakers, their presentations and logistics of the program... The conference was successful; there were XX attendees, XX speakers and the total revenue was \$XX...
Served as President of X Section for 2 years	Declining membership and interest in SPE, time constraints, economic pressures... have made serving as President challenging. I had 6 key goals for my term: reduce number of evening technical meetings, increase number of workshops, rejuvenate section website, establish web buyers guide and supplier directory, .... The results were:... held x successful technical workshops, established an online buyers guide which made it easier for section members to locate suppliers and ... The revised website has improved navigation, up to date information about the section and technical articles....
co-chair of RETEC	Led the RETEC committee. We held a X day event with XX speakers. The RETEC reported the highest attendance (XXX in attendance) generating \$XXX in revenue... The successful RETEC assisted the division in generating income to create an SPE endowment scholarship fund. Each year x scholarships are awarded to students pursuing technical degrees with an interest in the plastics industry. Since 20XX we have awarded \$XX in scholarships.
Created initiatives that put XX Section/Division on solid financial ground and increased value to members	Shifted RETEC/TOPCON fees from a registration fee model to a sponsor driven model... This reduced fees for members to attend from \$X to \$Y... This increased our attendance by X%. The sponsor model provided evening receptions for networking and better venues for the conference. The overall financial benefit to the organization was \$XX.
Chaired the XX Conference and Exhibition	...instituted procedures and led a team to develop a successful conference. We made the model repeatable... The conference attracts XXX attendees, with speakers and attendees from XX countries. This was the Xth annual event... The revenue was \$XXX which enables us to award \$XXX scholarships.

championed 2 methods to increase attendance at Section meetings	Reviewed and analyzed a new venue for the monthly dinner meetings. With the board's approval I selected a newly renovated hotel that was more convenient, had better food and a lower price model. The outcome of moving the meeting location was .... The second item was the develop joint meetings with neighboring sections. We now hold joint meetings and golf outings which has resulted in ...
reorganized newsletter for XX division	As Chair of the XX Division there was a crisis because the division had lost its newsletter editor and publisher. I led the process to hire a new publisher... With the deadline for publication closing in I took on the additional responsibility as editor. I reviewed articles, wrote division announcements, and worked with the publisher and SPE staff to get it published and distributed. The reorganized newsletter and its continued publication became a key competent enabling the Division to achieve the Pinnacle award...
Divisions Bylaws committee	The XX Division updated its bylaws in XXXX. I served on the 3 person committee. I hosted the teleconferences and over 10 months every line and section of the old bylaws was reviewed, analyzed and discussed to determine its validity, sensibility and applicability. The work was detailed and comprehensive and required active participation from the entire committee. I applied my understanding of the Division work processes to ensure that all activities were captured and represented in the revised bylaws... I also reviewed the structures of committees to increase effectiveness and efficiency... We delivered the revised bylaws to the Division Board and they were approved and adopted...
Technical Chair for RETEC/TopCon	The conference was a great success because it served as a vehicle to link plastics engineers, scientists, business managers, professors and corporate leaders globally... Key benefits included understanding latest XX technology, networking and learning new skills. There were XXX attendees and the conference has generated positive cash flow for the last XX years. Peer review papers ensured that quality papers were presented by leaders in the industry. As Technical Chair I developed relevant technical sessions on emerging technology that showcased... I also established the "best paper award" for conference and worked with committee to develop criteria for the award... Developed a logo for the conference and is working to register the trademark...
Founding member of new SIG	developed X ANTEC sessions which had XX attendees and brought new topics to ANTEC... Developed a brochure to promote the SIG and continue to recruit members... Current membership is XXX.