



ARMA CANADA CHAPTER OF THE YEAR AWARD

PURPOSE

The Chapter of the Year Award recognizes chapters that have actively pursued excellence and advanced their Chapter's profile, operations and education and networking opportunities.

The awarded Chapter will have strong Board of Director's, which operate in an accountable and transparent manner and acts with high ethics and integrity. The Chapter will provide exceptional education and networking opportunities, will be a leader in their proficient interaction and communication with their membership and the Records and Information Management community. This Chapter will also be poised to accept new challenges and opportunities to advance ARMA and the Records and Information Management community .

The Chapter who receives this award will be granted \$1,000 and the "ARMA Cup".

ELIGIBILITY AND SELECTION

1. Chapter must be officially chartered with ARMA International
2. A minimum of two (2) Board of Directors and one (1) Chapter member may nominate the Chapter, which they belong to.
3. The Nominator's must complete the Nomination Form for the Chapter of the Year Award. All sections of the Nomination Form must be complete to be considered for this award.
4. Chapters that apply and are not awarded may receive an honorable mention.
5. The decisions of the Committee are final.

DEADLINE

Completed nominations must be received by the Chair of the Awards and Grants Committee by April 15 of each year.



CHAPTER OF THE YEAR AWARD NOMINATION FORM

We, the undersigned, respectfully request the ARMA Canada Awards and Grants Committee's consideration of the [Click here to enter text. Chapter](#), as a nominee to receive the Chapter of the Year Award. To the best of our knowledge, all information is true and the Chapter is eligible and deserving of this award.

Nominator 1 (Board Member):

Name: [Click here to enter text.](#)
text.

E-mail: [Click here to enter text.](#)

Chapter & Position: [Click here to enter](#)

Phone: [Click here to enter text.](#)

Nominator 2 (Board Member):

Name: [Click here to enter text.](#)
text.

Email: [Click here to enter text.](#)

Chapter & Position: [Click here to enter](#)

Phone: [Click here to enter text.](#)

Nominator 3 (Chapter Member):

Name: [Click here to enter text.](#)

Email: [Click here to enter text.](#)

Chapter: [Click here to enter text.](#)

Phone: [Click here to enter text.](#)

MANDATORY REQUIREMENTS TO BE INCLUDED:

- Copy of approved Chapter Bylaws
- Copy of Chapter Financial Statement
- Copy of at least three (3) sets of agendas and minutes

CHAPTER CHARACTERISTICS

Summarize how the Chapter is organized and how it operates. Advise what influences the Chapter's ability to function. Include: geographical area it covers, concentration of industry, economic conditions and competing organizations/associations.

[Click here to enter text.](#)

CHAPTER OPERATIONS

Describe how the Chapter's Board of Directors operates on a month-to-month basis. Include how the Chapter finances are managed to ensure transparency.

[Click here to enter text.](#)

EDUCATION AND NETWORKING

List of all educational and networking opportunities the Chapter provided to its membership and the records and information management community. Include speaker names, speaking topic and dates.

[Click here to enter text.](#)

PUBLIC RELATIONS

Summarize how the Chapter interacts, engages and communicates with its membership and the records and information management community. Include all communication methods and strategies.

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SPECIAL PROJECTS

Describe in detail any projects the chapter has undertaken. Include dates, purpose, metrics of success and the deliverables. Note: Not all chapters will have a special project. Seminars, workshops or similar events do not qualify for this section.

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