



ISM Person of the Year Award Program

Prepared by:
Affiliate Support Committee
May 1999

Updated by:
ISM Staff
June 2010

BACKGROUND

In August 1998, the NAPM Board of Directors directed the Affiliate Support Committee to develop a volunteer recognition program utilizing guidance from the White Paper on Volunteer Recognition drafted by Robert A. Kemp, Ph.D., C.P.M.

The Affiliate Support Committee was required to determine the number of Person of the Year Awards. A suggested range was four to six. The Affiliate Support Committee chose five awards.

RECIPIENT SELECTION PROCESS FOR ALL FIVE AWARDS

WILL:

- include quantitative and qualitative balance
- be based on the specific criteria elements, which will be reviewed annually. The criteria elements are listed below by award.
- provide additional points for those candidates with CPSM[®], C.P.M. and/or A.P.P.
- include feedback & follow-up with award recipients

TIME FRAMES

- First awards made in Spring 2000
- Based on calendar year
- Include the current year and the previous year (i.e., nominations due by 1/31/11 should include work done from the previous 24 months, January 1, 2009 – December 31, 2010).
- Nominations will be due annually on January 31st
- Nominations will stay in “hopper” for nomination year and one additional year
- Recipient decisions will be made by March 1st annually
- Awards will be made at the ISM Annual International Supply Management Conference

POLICY ON REWARD/RECOGNITION OF AWARD RECIPIENTS

- Three nights lodging at the Annual ISM International Supply Management Conference
- Travel expense for the Annual ISM International Supply Management Conference
- Conference registration
- Plaque
- Public recognition at the Annual ISM International Supply Management Conference
- ISM leadership to notify recipients’ immediate supervisor/manager and CEO of firm

PROMOTION OF AWARD WINNERS

- Recognition in *Inside Supply Management*[®]
- Press release at Annual ISM International Supply Management Conference
- Stock “ad” provided by ISM for promotion of award

PERSON OF THE YEAR AWARD PROGRAM

The information below addresses the purpose of the award program, the eligibility requirements, the award criteria, nomination instructions and the nomination form. **All nominations will include the first page of the nomination form and the specific page of the nomination form for the award sought by the nomination.** This information is available on the ISM Web site (www.ism.ws).

ISM PERSONS OF THE YEAR AWARDS

Purpose: The purpose of the ISM Persons of the Year Awards is to honor members who go beyond the regular scope of work to make outstanding contributions to ISM and the profession. The ISM Persons of the Year Awards are:

- **Education/Learning Person of the Year**
- **Innovation/Creativity Person of the Year**
- **Leadership Person of the Year**
- **Marketing/Communicating Person of the Year**
- **Volunteer Person of the Year**

Eligibility: The ISM Persons of the Year Awards are open to all ISM members in good standing. A nominated member will be eligible for the year in which they are nominated and for one year thereafter.

Criteria: In general, the selection of ISM Persons of the Year Awards will be made based on merit, shown by performance that substantially exceeds expectations; that sets superior standards of excellence and/or capitalizes on a person's knowledge and experience. The selection will consider a person's scope and depth of service to ISM, the profession and the community that is distinct from services expected in his/her regular work. Specific criteria are listed with each of the five awards. The period of achievement to be used for nomination is the current and prior two years (e.g. nomination submitted by January 31, 2011, would include service from January 1, 2009 through December 31, 2010).

Nominations: Nominations must be submitted by January 31st each year to be considered for the award to be presented at the following Annual ISM International Supply Management Conference. This document contains the nomination forms for the five Persons of the Year Awards shown above. Please provide the most complete information as possible on the form so your nomination will have the best opportunity for consideration. **Please be aware that the selection committee will not consider your nomination if the nomination form is not used.** If you would like to submit additional information about a person (e.g., testimonials), you are limited to five (5) pages.

You may attach additional information directly to this form using an electronic attachment, by facsimile or by mail. The completed form(s) and attachment(s) should be submitted to:

E-mail: lthomas@ism.ws
Facsimile: 480/752-7890
Mail: Linda Thomas
Senior Associate, Affiliate Support
Institute for Supply Management™
PO Box 22160
Tempe, AZ 85285-2160

ISM PERSONS OF THE YEAR AWARDS NOMINATION FORM

Enter your (nominator) information:

If this nomination is being submitted by more than one person (i.e. an affiliate or committee), please include the names of the officers and/or chairs. Names should be listed on separate lines.

Your Name:	
Your Phone Number:	
Your E-mail Address:	

Submitted for achievements accomplished for the two-year period ending 12/31/2010.

Enter Nominee information:

Name:	
Affiliate:	
Employer:	

CPSM [®] Yes <input type="checkbox"/> No <input type="checkbox"/>	C.P.M. Yes <input type="checkbox"/> No <input type="checkbox"/>	A.P.P. Yes <input type="checkbox"/> No <input type="checkbox"/>
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Committee service (with dates):

Affiliate:	
ISM:	

Offices held (with dates):

Affiliate:	
ISM:	

Education/Learning Person of the Year

Member who has made significant contributions for advancing educational and training opportunities through continuous improvement of ISM products and programs. Included below are the various elements that will be considered. Please provide complete and specific details:

Develop Program events	
Plan Seminars	
Teach Seminars	
Promotion of certification	
Teach CPSM [®] /C.P.M.	
Arrange plant tours	
Published articles	
Formal education attained	
Continuing education	
Interface with and develop educational programs with other educational institutions	
Participation in leadership training workshop	
Participation in ISM training	
Involvement with ISM student chapter or student members	
Provide "distance learning" opportunities (ISM or other Web based training)	
Provide opportunities for members to learn emerging supply management technology (Internet, Web based commerce, etc.)	
Participate in Career Days	
Establish and/or maintain affiliate/Group/Forum library	
Establish and/or maintain affiliate/Group/Forum scholarship program	
Promote "global thinking" of members by providing international oriented programs	
Other	

Innovation/Creativity Person of the Year

Member who has demonstrated an innovative approach to the work, the profession or program through use of initiative and creativity, which improved their own performance. Included below are the various elements that will be considered. Please provide complete and specific details:

Instituted new technology supporting ISM volunteer activities (Web site, "distance learning")	
Acts as "change" agent	
Advocates continuous improvement	
Catalyst in team building/Esprit de corps	
Develops and promotes process improvements	
Thinks out of the box to provide new/innovative approaches	

Leadership Person of the Year

Member who has been a visionary for the advancement of ISM, the profession and/or the public at large. A member who shows willingness to manage change in work priorities, procedures and organization. Included below are the various elements that will be considered. Please provide complete and specific details:

Develops organization Strategic plan	
Actively seeks outreach opportunities with other organizations	
Acts as "change" agent	
Demonstrates a commitment to continuous improvement	
Promotes ISM mission	
Fosters "global thinking"	
Promotes a team approach	
Aligns organizational goals to ISM	
Provides opportunities to others for leadership development	
Acts as a mentor	

Marketing/Communicating Person of the Year

Member who has made the most effective use of marketing and communication tools for the advancement of ISM and the profession. A member who shows a superior ability and willingness to work positively and effectively both up and down the line and with peers and the public. Included below are the various elements that will be considered. Please provide complete and specific details:

Actively pursues outreach opportunities	
Uses various media resources	
Promotes educational products and services	
Grows membership (promotion, recruiting, retention and growth--net increase)	
Promotes Supply Management Month	
Fosters Esprit de corps	
Develops and maintains a member orientation program	
Establishes and implements a marketing plan	
Actively markets programs internally and externally	

Volunteer Person of the Year

Member who most exemplifies the spirit of ISM and the supply management profession in their contributions. Included below are the various elements that will be considered. Please provide complete and specific details:

Participates in organizational outreach efforts	
Participates in special activities/contribution	
Promotes ISM mission	
Participates in fundraising activities	
Exceeds expectations of affiliate/ISM leadership	
Donates special knowledge/experience on behalf of membership	