

Approved May 29, 2017

Procedure for Proposing the Establishment of a New AIR Award

Overall Criteria for Proposing a New Award

The purpose of the proposed new award should be clearly articulated. The proposed award should represent excellence and must not overlap with AIR's existing awards, but instead should address a constituency that is not currently served by the AIR Awards Program. Proposals should detail the criteria by which the award would be identified. Proposals need not be more than 3 pages in length.

(AIR Awards: <https://www.airweb.org/Membership/Awards/Pages/default.aspx>)

Required Information for a Proposal

1. Award Purpose or Intent (Brief statement of the purpose of the award.)
2. Award Criteria (Eligibility requirements for the award.)
3. Criteria for Selection (A list of 3-5 minimum criteria that must be met to be a recipient of the award.)
4. Statement of how the proposed Award Differs from AIR's existing awards program
5. Frequency of the Award (How often the award will be given.)

Optional: Name of the Award. If the award is being proposed in recognition of a member, please include information about and supporting the proposed award's namesake. Depending on the nature of the proposed award and the member, this could include the history of the member's commitment to the profession and/or the association, a specific accomplishment, or a history of accomplishments.

Proposal Submission Process

Proposals for new awards should be emailed to the President of the AIR Board of Directors for consideration: <https://www.airweb.org/AboutUs/LeadershipAndGovernance/BoardofDirectors/Pages/default.aspx>

The AIR Board of Directors will consider each proposal on a case-by-case basis and will respond to the proposal within 12 weeks. The Board may request additional information during this period.

Board Consideration of Proposals

The AIR Board of Directors will consider the following in making its determination:

- Any duplication of the proposal with the existing AIR awards program.
- Whether the criteria for the award are distinctive and worthy of recognition.
- Whether the criteria for the award align with the mission of AIR and its ENDS policy.
- Whether the criteria for the award will attract multiple nominations.
- Cost of administering a new award.