



**THE SOUTHWEST FORUM  
VOLUNTEER OF THE YEAR AWARD  
NOMINATION, SELECTION AND PRESENTATION PROCESS**

**Purpose**

**To recognize annually one member who has demonstrated outstanding value to the ISM Southwest Forum through dedicated and continuous and service as a Volunteer for Forum activities.**

**Eligibility Criteria:** The Volunteer of the Year Award is open to all Forum members in good standing who has served as a volunteer for Forum activities. A nominated member will be eligible for the year in which they are nominated. Their nomination information may also be submitted to ISM for consideration for the Annual POY awards awarded at the ISM International Supply Management Conference.

**Selection Criteria** In general, the selection of Southwest Forum Volunteer of the Year (VOY) Award will be made based on merit, shown by performance that substantially exceeds expectations and sets standards of excellence and Continuous service. The selection will be based on a person's scope and depth of service to the Forum The period of achievement to be used for nomination is the current and prior two years (e.g. nomination submitted by January 31, 2009, would include service from January 1, 2007 through December 31, 2008).

**Nominations:** Nominations must be submitted by August 31<sup>st</sup> each year to be considered for the award to be presented at the Annual Southwest Supply Management Conference. Please complete the attached form. Please provide the most complete information so your nomination will have the best opportunity for consideration. The selection committee will use only information submitted with or attached to the nomination form. Testimonials and other such attachments 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:

Sharon Malkovicz  
15523 Meadow Village Dr.  
Houston, Texas 77095  
281-514-1201  
Sharon.Malkovicz@hp.com or sjm1313@sbcglobal.net

## 1. Responsibilities

- a. The Southwest Forum (SWF) Chair is responsible for:
  - i. Appointing a committee to Maintain and Update the Criteria and Application for the Volunteer of the Year (VOY) as required.
    1. Changes are to be approved by the Executive Board
  - ii. Notification to the Membership for the annual Call for Nominations for VOY applications by the Chair.
  - iii. Posting the Notification to the Forum Website
- b. The immediate former VOY is responsible for:
  - i. Naming a Selection Committee to judge the Award nominee applications in accordance with the process shown below.
  - ii. Chairing the Selection Committee
  - iii. Receiving nominations and distributing to the selection committee
  - iv. Having the plaque prepared for presentation to the recipient at the Southwest Supply Management Conference.
  - v. Notifications of choice of recipient will be sent to the following, as applicable, with the caveat that they keep the information confidential:
    1. Affiliate President (if Applicable)
    2. Recipient's Spouse
    3. Recipients Employer/Supervisor
- c. In the event the immediate Former VOY Award recipient is unable to perform these duties, the Chair will appoint a past recipient to stand in his/her stead.

## 2. Timetable

- a. **120 Days** (Four Months) prior to the Southwest Supply Management Conference (Conference), the call for nominations will be sent to the the Forum membership and posted on the Forum Website..
- b. **90 Days** (Three Months) prior to the Southwest Supply Management Conference, the immediate past VOY recipient will name a selection committee based on the criteria outlined below.
- c. **60 Days** (2 Months) prior to the Southwest Supply Management Conference, all nominations will be due to the Chair of the Selection Committee.

- d. No later than **45 Days** prior to the Southwest Supply Management Conference, the immediate past VOY recipient will distribute copies of the nominations to the committee members.
- e. No later than **30 Days prior to the Southwest Supply Management Conference** Selection Committee will meet by conference call to select the recipient.
- f. No later than **14 Days** prior to the Southwest Supply Management Conference, the plaque will be engraved and ready for presentation.

### 3. Process

- a. The Chair forwards the call for nominations and the nomination form to the Forum membership and posts on the website no later than 120 Days prior to the date of the Southwest Supply Management Conference.
- b. The Forum members will have 60 days to submit a nomination.
- c. All nominations must be submitted by the date specified in the call for nominations. That date will be 60 days prior to the date of the Southwest Supply Management Conference. The selection committee will not consider late nominations; however, nominations post-marked prior to the date will be accepted.
- d. The selection committee will include:
  - i. The immediate past recipient of the award who will serve as Chair of the committee
  - ii. The current Board of Directors of the Southwest Forum
  - iii. One Member at Large Appointed by the immediate past recipient.
- e. All nominations and deliberations are confidential. The name of the selected recipient will not be divulged prior to the presentation of the award during the Southwest Supply Management Conference, with the exception that the recipient's spouse/employer will be notified so he or she can make plans to attend the presentation; and, if the recipient is a member of a local affiliate, the President of that affiliate will be notified. SWF will pick up the cost of the employer and spouses luncheon..
- f. The design of the VOY Award Plaque will be duplicated each year, inserting the recipient's name, the date presented and the location and consecutive number of the Southwest Supply Management Conference.
- g. The Plaque is presented during the Awards Luncheon of the Southwest Supply Management Conference.
- h. The Plaque is presented by the immediate past VOY Award recipient. The immediate past recipient will introduce past VOY and Harold M. Cosgrove Award recipients present at the Luncheon.
- i. The Luncheon program will contain information about the Volunteer of the Year and a list of the previous recipients as well as the previous Harold M. Cosgrove Award recipients.

**SOUTHWEST FORUM VOLUNTEER OF THE YEAR AWARD  
NOMINATION FORM**

***NOTE: THE FOLLOWING IS ADAPTED FROM THE  
ISM PERSON OF THE YEAR FORMAT  
(NOMINATIONS WILL BE FORWARDED TO ISM FOR INCLUSION  
IN THEIR PERSON OF THE YEAR SELECTION-PLEASE  
COMPLETE ALL ITEMS)  
THOSE ITEMS ON WHICH THE FORUM  
VOLUNTEER OF THE YEAR WILL BE SELECTED ARE MARKED  
WITH AN (\*)***

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  
\_\_\_\_\_200\_\_

Enter Nominee information:

Name:	
Affiliate:	
Employer:	

C.P.M. Yes <input type="checkbox"/> No <input type="checkbox"/>	A.P.P. Yes <input type="checkbox"/> No <input type="checkbox"/>
---	---

Committee service (with dates):

Affiliate:	
SWF:	

ISM:	
------	--

Offices held (with dates):

Affiliate:	
SWF:	
ISM:	

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

*Develop Program events	
*Plan Educational Seminars	
*Teach Educational Seminars	
*Promotion of certification	
*Teach C.P.M., C.P.S.M	
Published articles (No Paid Professional) Regularly published article will be counted as (1), not for each time it is repeated.	
Formal education attained	
Continuing education	
*Participation in leadership training workshop	
Participation in ISM training	
Involvement with ISM student chapter or student members	
Promote "global thinking" of members by providing international oriented programs	
Acts as "change" agent	
Catalyst in team building/Esprit de corps	
*Develops and promotes process improvements	
*Thinks out of the box to provide new/innovative approaches	

Develops organization Strategic plan	
*Actively seeks outreach opportunities with other organizations	
*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	
Actively pursues outreach opportunities	
*Uses various media resources	
Promotes educational products and services	
*Grows membership/Conference Attendance (promotion, recruiting, retention and growth--net increase)	
Promotes Supply Management Month	
*Actively markets programs internally and externally	
Participates in organizational outreach efforts	
*Participates in special activities/contribution	
Promotes ISM mission	
*Participates in fundraising activities	
Exceeds expectations of affiliate/ISM/*SWF leadership	
Donates special knowledge/experience on behalf of membership	