

AMNB AWARDS PROGRAM

Attention All AMNB Members

The deadline for nominations for the AMNB awards to be presented at our Annual Conference this year is September 16th 2011. Up to six Awards may be granted. The committee decision on the *Quarter Century Award*, the *Award of Merit*, and the *Certificate of Distinction* will be based on merit.

Nomination: Any member of the AMNB may make a nomination which must have two seconders by members of the AMNB.

Presentation: Awards will be presented in the *Westmorland-Carleton* room at the Crowne Plaza in Moncton on Friday evening October 14th, 2011.

Submissions may be forwarded to: Barb McIntyre, Chair of the Awards Committee
By e-mail: quaco@nbnet.nb.ca
or by mail to:
Chair of the Awards Committee
90 Main St., St. Martins, N.B. E5R 1B3

N.B. : You may submit your names by email and then mail the forms.

The Annual Awards are presented in three categories:

The first *three* categories are open to nomination by any AMNB member or member organization.

1) *Quarter Century Award (Individual)*

For outstanding and exceptional long-term service to the heritage community by an individual volunteer. The Committee wishes to recognize volunteers whose service over many years merits special recognition. (Heritage professionals who have given voluntary service are eligible for this award.)

2) *Award of Merit (Individual)*

For an outstanding contribution to the heritage community by a volunteer or professional. The Committee wishes to acknowledge *an outstanding individual contribution* which may not necessarily involve long-term service, yet merits special recognition.

3) Certificate of Distinction (Organization)

For outstanding achievement (e.g. successful completion of a challenging project, or long-term contribution to heritage) by an AMNB member organization. The Committee wishes to acknowledge the contribution of outstanding member organizations who have made significant contributions to heritage in New Brunswick.

N.B. In any year, at the discretion of the Awards Committee, no awards may be given in any or all Award Categories.

A new category initiated in 2009 identified as the '**Founder's Award**' is presented only at the discretion of the Board of Directors to an individual who has given life-long and / or lasting service in heritage field as a professional and/or volunteer to the people of New Brunswick. **The Founder's Award** may not necessarily be given annually.

The following table lists the financial responsibilities associated with honouring Award Winners.

Item	Responsibility for Costs	Comment
Cost of award	AMNB	
Conference Registration (if applicable) Hotel Accommodation Travel expenses Meals	Nominator's organization arranges to cover all such costs	Nominating organizations should take advantage of Heritage Branch's subsidy for those who are attending the complete session workshops plus the annual meeting when available.
Presentation Costs (if Award Winner is unable to attend or to name an individual to accept on his/her behalf)	AMNB	The award will be forwarded to Nominee's organization for presentation. If possible upon request, the AMNB will send a representative to make the presentation to the Award recipient

How to Nominate an Individual or Organization:

Submissions may be forwarded to: Barbara McIntyre, Chair of the Awards Committee
By e-mail: quaco@nbnet.nb.ca
or by mail to the Chair of the Awards Committee at
90 Main St., St. Martins, N.B. E5R 1B3

Three individuals are required to provide recommendations in order to submit an application:

One Nominator who completes Part I of the application

and

Two Seconders who complete Part II. of the application

N.B. It is the Nominator's responsibility to see that the Seconders' submissions (Part II are received by the Committee Chair by the due date)

Please note: NO NOMINATION WILL BE ACCEPTED WITHOUT COMPLETION OF BOTH PARTS I AND II

Application Forms

AMNB AWARDS APPLICATION (2011)

Part I

Name of Nominator _____

1. Award Category

Circle one below:

Quarter Century Award Award of Merit Certificate of Distinction

2. Fact Sheet

Please provide basic information on the nominee, nominator, and two seconders.

- a) *Nominee* (name, organization, position, address, e-mail, tel no.)
- b) *Nominator* (name, organization, position, address, e-mail, tel. no.)
- c) *First Secunder* (name, organization, position, address, e-mail, tel. no.)
- d) *Second Secunder* (name, organization, position, address, email, tel. no.)

3. Nominator's Award Recommendation

If you are nominating for the Quarter Century Award or Award of Merit see 1. below; for the Certificate of Distinction, see 2. below.

1. *For Quarter Century Award/Award of Merit*

Please provide the following:

- A **short** biography of the nominee (max 1 page)
- A letter of recommendation
- Supporting materials (optional)

2. *For Certificate of Distinction*

Please provide the following:

- A short description of the organization
- A letter of recommendation (max.1 page)
- Any additional supporting material relative to the nominee

AMNB AWARDS APPLICATION
(2011)

Part II

Name of Secunder _____

1. Award Category

Circle one below:

Quarter Century Award Award of Merit Certificate of Distinction

2. Seconders Award Recommendation

If you are a Secunder nominating for the Quarter Century Award, the Award of Merit or the Certificate of Distinction

Please provide the following:

A letter of recommendation (max.1 page).
Supporting materials (optional)

N.B *It is the Secunder's responsibility to know the Award Category selected by the Nominator, and to submit a recommendation relevant to this Award Category.*