**Guidelines for Successful Applications for the**

**Citation for Outstanding Service to the Society**

To aid in submitting a successful Candidate Biography Application for the award, here are some guidelines to ensure a fair and consistent consideration by the committee. The committee for this award receives several applications which are thoroughly reviewed to fit the criteria for the award:

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* It is very important that the nominee is unaware that s/he is being nominated.
* Be sure to complete the biography section with as much detail as possible, the work history should be listed in reverse-chronological order with current (or most recent) at the top. Resume style is fine.
* A detailed description of Section-related contributions needs to be included including approximate dates of the work.
* The nominee must be a SMPTE member for consideration of the award. Also helpful is how long the candidate has been a member, you can get this by contacting Sally Ann at headquarters.
* List any Section management positions held and with dates.

Tips for ‘successful’ applications:

* We look for strong commitment and support to the Section over time, rather than a single event (such as a single conference chair, etc.). Serving various Section management roles is not a strong reason for nomination.
* In completing the application you are trying to ‘sell’ the candidate for the award; be their advocate by adding comments from Section managers as well as other members, “Tell the candidate’s story” to leave the committee with reasons why the award is deserved.
* Describe how the candidate’s work has made the Section better.
* More detail is better than less.
* Show metrics if possible (“Mr. Smith’s recruitment efforts brought in fifteen additional members to the Section…” Due to Mr. Smith’s sponsorship solicitations we do not need to pay room rentals for our meetings, Mr. Smith has consistently recruited speakers for our meetings over the past two years, etc.).

Three examples of good applications:

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Please prepare a biography in paragraph form: (You may attach a second sheet to this form, if needed.)

[Candidate] has been, without argument, the most consistent grass roots supporter of SMPTE in XXX. [Candidate] not only lends his name and position to SMPTE, but he is present and contributing at almost every chapter meeting, Managers meetings, special events meeting, etc.  He displays a willingness to do whatever is necessary to contribute to the success, whether it is speaking at a meeting or empting the trash.

Among the many services [Candidate] has performed and continues to perform for this section is the maintenance of our local SMPTE website since 2006. When our previous webmaster, left the area [Candidate] stepped up without hesitation. In fact, if my memory serves, he was not asked, but rather volunteered immediately when it became apparent that we needed someone to replace the previous webmaster.

SMPTE, as an organization, has a two fold mission; Education and Technical Standards.  While some SMPTE Section web sites only show the next meeting location, thanks to [Candidate]’s efforts, our site not only provides this basic information but includes meeting notes, power points, technical information, and other material that conforms to both the Educational and Technical goals of SMPTE. He has spent many, many personal hours programming this site to insure it meets the needs of the Society. For this service alone [Candidate] deserves to be recognized

As a part of his efforts with the website, he also maintains a local email based mailing list that allows us to reach local non-members regarding upcoming programs. Many of our new members come from people who got their first invitations via this tool. Also, when it comes to promotion of the industry as a whole, [Candidate] has worked to interface with other organizations, (like SBE and AES), viewing a "cross pollination" of organizations as being beneficial for the industry and all individuals concerned.

In further service to the local television and film community he maintains an employment opportunities section of the website to help the membership and the industry as a whole.

However, [Candidate] has also served this Section in many other ways. Below is a list, in chronological order, of the positions to which he has been elected:

**Manager:**

July 1, 1986 - June 30, 1988

July 1, 1989 - June 30, 1990

July 1, 1994 - June 30, 1996

July 1, 2005 - June 30, 2007

**Chair:**

July 1, 1990 - June 30, 1991

**Secretary/Treasurer:**

July 1, 1996 - June 30, 1997

The following are comments received from the Board of Managers and Officers of the XXXX SMPTE Section in response to the recommendation that [Candidate] be nominated for this award.

***I concur completely.*** [Candidate] ***sets a great example on how to contribute to SMPTE in a positive manner.***

[Candidate] ***is an excellent choice. His dedicated service, positive attitude and technical knowledge are invaluable to our local section especially in his recent role as section webmaster which was greatly appreciated promoting the PMW (Project Management Workshop) seminar last month.***

***I totally agree.*** [Candidate] ***has always stood up and supported our Chapter on every occasion*.**

***I absolutely agree!  I've known him for a while now and he's always displayed a selfless attitude and goes to the "nth" degree to serve and help his cohorts and customers with a question or project, and always with a smile! Great pick - No brainer!***

***I totally agree our web master needs to be recognized for Outstanding Service!***

As Section Chair for XXXX, I respectfully request that [Candidate] be given full consideration for the award **“Citation for Outstanding Service to the Society”.**

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Please prepare a biography in paragraph form: (You may attach a second sheet to this form, if needed.)

I am pleased to recommend [Candidate] for the SMPTE Award, Citation for Outstanding Service to the Society. In my capacity as the XXX SMPTE Chair, I have worked closely with him for at least four years. [Candidate] is and has been a very active member of SMPTE’s XXX section. His work has been a major factor in helping to support our members’ continued success in the television industry.

As Section Manager [Candidate] volunteered to be our Program Chairman.  He initiated, coordinated, and was actively involved with the execution of the technically compelling monthly events. Through his efforts, [Candidate] successfully managed to maintain our membership and grow attendance at monthly meetings.  He was also very involved with the success of the section’s Boot Camp.  This was a two day event with several industry recognized presenters.  The event was sold out and many attendees requested that we organize another event in the near future.

Since he became our Governor, [Candidate] has performed well in this position. He has earnestly represented our section at headquarters while still being active at manager meetings and helping to host our monthly events. His proactive approach has helped the XXXX section grow in scope and recognition. Teamwork is job number one with [Candidate] so it is a pleasure for me and the other members of SMPTE to work with him. We all look to him for his sage advice, which is always welcomed, to help the XXX Section continue to grow and improve.

Bright, dedicated, and skilled, [Candidate] garners my unequivocal recommendation for this award. [Candidate] has been a tremendous asset to our organization. I respect him greatly and I look forward to continuing to work with him in the future.

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As the XXX Section Chairman, it is with great pleasure that I nominate [Candidate] to receive SMPTE’s “Citation for Outstanding Service to the Society” award. I have been active in the XXX Section for ten years and during those years I have observed [Candidate]to be a tremendous asset to our organization and a major contributor to this section. Other members who have been active longer than I, can attest to his consistent dedication and service to the section. [Candidate]has been an active manager and is currently the all-day meeting chairman; a position he has successfully chaired for more than ten years. As a manager, he was active at every monthly manager meeting with a focus on working as team player to develop timely and technically compelling monthly programs. As the all-day meeting chairman, [Candidate]is very well-known in the industry and always seems to know the right people to contact to make things happen; from getting the right presenter to getting the perfect venue. He has also volunteered to be on the nominating committee and has brought forward several great candidates.

Where [Candidate] has consistently exceeded expectations is with being the driving force in providing several highly successful all-day meetings. He takes dedicated ownership of all aspects of the event; from the early conceptual brainstorming, scheduling, venue selection, program development, and presenter coordination. [Candidate] always amazes his peers with his ability to scout out and successfully negotiate with the management from an event venue. He goes to the venue, takes engineering measurements, and then creates an AutoCad design of the meeting rooms to make certain the layout meets our needs. When it comes to event planning, no one does it better than [Candidate].

He has the ability to motivate the team, keep everyone upbeat and focused all while projecting a “let’s have a good time” attitude that is truly contagious. As an outstanding and dedicated member of the XXX Section, [Candidate] garners my unequivocal recommendation for this award. The success of this section can in many ways be contributed to him. Honoring [Candidate] during our event in May would be the perfect venue to publicly recognize him for his contributions to our chapter.

# Two examples of poor applications:

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[Candidate] has served SMPTE as a past Chairman and is the incumbent Secretary/Treasurer, XXXX Section since 1975. As the driving force behind the XXX Section for the past quarter century, Mr. [Candidate] has tutored many first year chairman and managers on the intricacies of running a successful section. Throughout his career and no matter how busy he was, he has always found time to assist his associates, friends, and neighbors. He is the consummate volunteer.

[Candidate] has served the Broadcast/Education communities since 1964, with stations

XXX, XXX, XXX and XXX Center.

[Candidate] has served as a Corporate Communications Manager for The XXX and

as a Broadcast Sales Engineer for XXX.

Since 1981, [Candidate] has served in varied roles at XXX Company, from Director of Engineering to

Manager, Operations & Engineering Administration.

[Candidate] is the current President of XXX, Inc, and is an official with the XXXX.

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I have known [Candidate] since early 2006, when I began to attend the XXX section’s meeting. Through [Candidate], I was introduced to many varying topics of discussion, as well as getting to know many area professionals and academics. [Candidate] has been an excellent ambassador for SMPTE in 2 respects. One, he is constantly looking to recruit and promote for SMPTE, I am a product of his tireless effort. Second, he has been a tremendous resource to our section; since I have been involved with the section, as board of manager, as treasurer, and as chairman, he is always ready to lend a helping hand and being a fantastic mentor.