

Award of Merit

Nomination Process

Eligibility

Eligible Nominees: Any individual, or group of individuals, whose contributions fit with the spirit and criteria of the award as given in the [Awards Policy](#). (Individual AMM membership or affiliation with an AMM Institutional member is not required.)

Eligible Nominators: Any member of the public, or individual AMM member, or a representative of an AMM Institutional member, can nominate an individual for an Award of Merit. Individuals cannot nominate themselves.

Nomination Submission *(See form available through AMM [website](#) or office)*

- 1. Nominator Contact Information:** Name and contact information of the person acting as primary nominator in case further information is required (mandatory).
- 2. Nominee Contact Information:** Name and address of the individual or group of individuals, who are being nominated and who have agreed to this nomination (mandatory). The year since the Member (if applicable) has been a member of the AMM in good standing (for information only).

Mandatory Information:

- 3. Biography:** Biography of the individual or group of individuals being nominated, focusing on overall relevancy to the museum field, 250 word maximum (mandatory).
- 4. Museum Relevance:** Specific lasting and significant contributions that showed leadership, innovation, or were inspiring to the community, and/or the museum profession. Identify how the nominee moves or moved the museum and/or museum community towards meeting or exceeding relevant AMM [Museum Standards](#).
- 5. Acknowledgements:** Nominator and Nominee
- 6. Dates:** Dates of signatures, date submitted, date received.

Optional:

- 7. Relevance to AMM's Vision:** Identify how the individual's, or group of individuals', work is relevant to the AMM's Vision statement: *"The Association of Manitoba Museums, as the voice of our museum community, is dedicated to promoting excellence in preserving and presenting the cultural and natural heritage of Manitoba."*

8. **AMM affiliation:** Include any involvement by the nominee in AMM activities in the last five years.
9. **Supplementary Material:** Photographs are optional for this award, but may be included if the nominator feels they illustrate and support any mandatory information. Relevant hard copies, e-copies and/or website links are optional for this award, but may be included if the nominator feels they support any mandatory information.
10. **Privacy Statement:** The AMM may retain the information provided in the nomination process in case of future requests or other AMM administrative requirements. It will not be made public unless or until the Award is bestowed.

Review Process

No conflict of interest must be seen, understood or implied throughout the application and review process.

1. **Submission:** Can be made at any time, however, submissions made after the due date may be considered for the next year's conference.
2. **Review Process:** The AMM Executive Director will review and process all nominations to ensure mandatory documents, information and signatures are included.
3. **Awards Committee:** Shall be chaired by the Vice-President of the AMM Council and comprised of annually selected members of museum and related communities for the purpose of nomination review and selection.
4. **Peers and Subject Experts:** The Committee may from time-to-time, and based upon the subject and museum area of activity, call upon subject experts to review nomination and/or projects as applicable.
5. **Conflict of Interest:** Awards Committee members and peer/subject experts cannot be currently involved in a relationship with the person or institution that has been nominated, nor can they be directly involved with a project being nominated. They will declare a conflict of interest and withdraw from the review process.
6. **Review of Nomination:**
 - a. Mandatory and optional elements of the nomination reviewed by committee members.
 - b. Requirement, selection and contact of subject expertise decided and made.
 - c. Subject expert will review as requested and respond in writing or recorded interview in front of all committee members.
 - d. Review will be done based solely upon the documents and material provided by the nominator. It is important that all nominators review the [Awards Policy](#), mandatory and optional requirements and make reference to the AMM's mandate, [Vision](#) and [Museum Standards](#).
7. **Selection:** Will be done by the Nomination Committee according to the established criteria. Decisions are final. There shall be no more than three recipients of the Award of Excellence and no more than three recipients of the Award of Merit.

The number of recipients for each award can be less than the maximum allowed if the Awards Committee maintains, or agrees by consensus, that the nominations do not meet the criteria and spirit of the Awards Program.

- 8. Notification of Award:** The Chair of the Awards Committee will notify the recipient of the Award, in writing, in advance of the AMM Annual Conference so that arrangements for attendance at the Conference banquet can be made. Other nominees will be notified at the same time in writing. All notified nominees are to keep such notification confidential until publically announced by the AMM.
- 9. Privacy Statement:** The AMM may retain the Information provided in the nomination process in case of future requests or other AMM administrative requirements. It will not be made public unless or until the Award is bestowed.

Restrictions

- 1. No conflict of interest must be seen, understood or implied throughout the nomination and review processes.**
- 2. Nominations cannot be considered if:**
 - Nomination is not submitted on time
 - Is incomplete
 - The museum nominee is not a member in good standing
- 3. The following conditions must be met:**
 - Nomination forms must be submitted by Nominator agreeing to all terms and conditions
 - Nominee has been notified and agrees to the nomination
 - All mandatory documentation accompanies the nomination form