



Guidance on the process to recommend individuals for CILT(UK) Meritorious Service Awards.

Background

The CILT(UK) has a significant number of members who give generously of their time to support the work of the Institute. This support is highly valued and we have a strong commitment to recognising those members who give substantial support to the Institute.

The CILT(UK) Meritorious Service Award is in place to recognise those persons giving exceptional service to the Institute and its members over a long period, for example, as a Region Chairman, a Region Secretary, or as a Standing Committee member.

It is not intended that this Award will be given freely and the nomination process is designed to ensure that only truly deserving candidates are recognised.

Who deserves the Award?

The Awards are in place to recognise and celebrate those members who have:

- given outstanding commitment and service to the Institute over a long period
- led change through practical achievement
- brought distinction to the Institute and enhanced it's reputation

How to write a Nomination

Personal achievement alone should not be the measure, rather it is the individual's contribution to The Institute and fellow members through long standing service as a volunteer.

On this basis a nomination should not simply be an extended CV, a list of educational achievements, appointments, awards or posts.

The nomination should tell the story of what the candidate has done and the benefits delivered to the Institute and it's members.

This should be supported by examples of the candidate's achievements and should also describe as vividly and precisely as possible the difference their contribution has made to the Institute.

Nominations should be submitted on the nomination form in Appendix1
And should be supported by no more than two sheets of A4

All nominations must be supported by three members, of whatever grade, who can in each case, vouch for the details of the nomination.

They should explain briefly the reason for their personal support as well as how long they have known the nominee

Eligibility

To be eligible for recommendation for a Meritorious Service Award, the candidate must match the following criteria:-

- have been a Member of CILT(UK) and its immediate predecessors for not less than 15 years;
- have served as a volunteer within CILT(UK) or its immediate predecessors for not less than 12 years, which need not necessarily be consecutive; and,
- during this period to have demonstrated continuing support for, and involvement with, the Institute's activities

Necessarily these rules are general and there can be exceptions: in the case of uncertainty, the CILT(UK) Chief Executive should be consulted before starting the initiation process.

Under no circumstances should any candidate be advised of his or her candidature.

Authorised Initiators

Only the following Officers of the Institute are authorised to initiate recommendations:

- The CILT(UK) President
- The CILT(UK) Chairman
- The CILT(UK) Forum Chairmen
- The CILT(UK) Region Chairmen
- The CILT(UK) Chief Executive

There may be situations where individual members may wish to recognise the contribution of other members and nominate them for an Award. In these circumstances they should write to the CILT(UK) Chief Executive who will investigate the nomination and if accepted the nominee will be invited to submit a formal nomination.

All nominations will be considered by the Remunerations and Awards Committee and their decision will be communicated to the Initiator of the nomination.

The Award

- The CILT(UK) Meritorious Service Awards can be awarded at any time.
- The Award will take the form of a certificate, which can be presented as recommended by the Initiating Officer. For example, sometimes it may be appropriate to present an award at a national event, on other occasions this may be better done at local level.
- Details of the Award will be announced in the next available edition of Logistics and Transport Focus.
- The names of those receiving the Award will be entered into the Record of Meritorious Service which will be displayed on the CILT(UK) website

At no stage during this process are those considered for recommendation to be advised or consulted.

Conclusion

The CILT(UK) internal awards are specifically aimed at recognising the substantial number of members who give generously of their time to support the Institute's activity. The Institute wish to encourage members to submit nominations for this Award.

Appendices:

1. Form for Submission of Awards