

IABC Fellow Designation
Nomination Guide 2024

September 2023

Dear Nominator:

Thank you for taking the time to consider yourself or an IABC colleague for the IABC Fellow designation.

The IABC Fellows designation recognizes communications professionals globally whose body of work has contributed significantly to the growth and reputation of the profession and IABC in sustained, creative, and innovative ways.

IABC Fellows bring unique perspectives to their work in communications, they support best practices globally, and they believe in sharing what they know. Fellows represent the best in communications ethics and integrity in practice while upholding global standards of excellence for our profession as champions, mentors and leaders. Above all, IABC Fellows facilitate and influence the future development of professional business communication.

This guide includes:

- Background on the Fellow designation
- Nomination timeline
- How to submit a nomination
- Nomination checklist
- The Readiness Assessment Questionnaire
- The rubric used by the Selection Committee to evaluate nominations

Completing the Readiness Assessment Questionnaire before you start the nomination will help you identify your strengths and indicate areas you may need to work on before embarking on the Fellow nomination journey. If you have any questions, please don't hesitate to reach out to member_relations@iabc.com.

Sincerely,

Martha Muzychka, ABC, MC, IABC Fellow
Chair, IABC Fellow Selection Committee

FELLOWS CLASS OF 2024

Nomination Deadline

30 November 2023 | 11:59 p.m. CST

1. Key Dates 2023-2024

TIMELINE	
Fellows Class of 2024 open call commences	25 September 2023
Open call closes at 11:59 p.m. CST	30 November 2023
Submission review and scoring	December 2023 - January 2024
Finalist interviews	January 2024
IEB confirms 2024 Fellows slate	February 2024
Outreach to all nominators and nominees	February 2024
Announcement of the Fellows Class of 2024	March 2024
Fellow designation bestowed at Chicago World Conference	June 2024

2. Background on the Fellow Designation

2.1 Description

Being named IABC Fellow is the highest honor IABC can bestow upon one of its members. The designation is given to recognize those IABC members who have made an outstanding contribution to and impact on the communication profession through exemplary achievement within their own organization and through unselfish service to IABC, its members and the profession as a whole and continue to do so. Awarding of the Fellow designation follows an open call for nominations and an evaluation against specific criteria by the Fellow Selection Committee. The Committee annually proposes a class of new Fellows, who must be approved by a two-thirds vote of the IABC International Executive Board for selection.

2.2 Diversity, Equity and Inclusion

In line with IABC's [approach to diversity, equity and inclusion](#) (DE&I), the IABC Fellow Selection Committee is committed to actively seeking candidates from a broad range of backgrounds and encourages a diverse nominee pool via the open call process. In addition, DE&I factors are also part of the review and evaluation process.

2.3 Designation Bestowed

IABC Fellow. The designation is bestowed for life in accordance with IABC policies.

2.4 The Fellow Selection Committee

The Fellow Selection Committee is responsible each year for evaluating nominations and making as many recommendations to the IABC Executive Board (IEB) as it sees fit. The committee is also responsible for input to the IEB on policy, standards, and strategic development of the IABC Fellows program.

The Nomination Process

3.1 Nominations

- Only IABC members may nominate other IABC members who meet the qualifications listed below.
- A member may self-nominate. We encourage all nominees to work with a nominator to ensure the application is as comprehensive as possible.
- Members of the Fellow Selection Committee may not nominate an individual or submit letters of support during their term on the committee.
- Members of the International Executive Board may not nominate an individual or submit letters of support during their IEB term.
- No individual acting as nominator or supporting a nomination through a letter can support more than one nominee. In the instance that the same individual has nominated or issued a letter of support to more than one nominee, the later dated nomination or the letter of support will be treated as invalid, and the nomination is liable to be disqualified from the selection process.

3.2 Class Size

There is no limit on the number of recommendations for IABC Fellow each year. Also note - that as per IABC policy, the Fellow Selection Committee is not required to propose a minimum number of new Fellow designations annually.

3.3 Qualifications and Eligibility

- Only members of IABC in good standing are eligible to be IABC Fellows.
- Nominees must have at least five years of IABC membership. Years do not need to be consecutive.
- Present IEB members, members of the Fellow Selection Committee and any person who has served as Chair of the IEB during the past three years are not eligible to be nominated. For 2023-2024 nominations, a past IEB chair must have completed their term before 1 July 2020.

3.4 Readiness Assessment Questionnaire

The Readiness Assessment Questionnaire (Appendix B) should be a first step in preparing a nomination. It can help determine if a potential nominee meets the stringent evaluation requirements of the Fellow Selection Committee and can help identify the appropriate qualifications to highlight in the nomination. The assessment is also a valuable coaching tool for preparing oneself or another person for a future nomination. The Readiness Assessment Questionnaire is also accessible on the Fellow Designation page of the IABC website.

3.5 How to Submit a Nomination

Nominations are made by filling out [the online nomination form](#). The person completing the form will need to create a login and will have the option to save as they go before submitting the final nomination package by the deadline. Please note that the login to this system is not the same as an IABC login. Should you have any problems with the nomination process, please email your concerns to member_relations@iabc.com

3.6 Nomination Materials

The nomination package should tell the Selection Committee the story of the nominee, and provide all pieces need to support the story. The nominator is responsible for gathering all required items and ensuring they collectively reflect why the nominee should be considered for the Fellow designation. Incomplete nomination packages will not be considered. The Selection Committee can only base its recommendation to award the designation using the information presented in the nomination package.

The committee, in keeping with practice for nominations in other IABC committees, will not take into account outside information that is not included in the nomination package (e.g., personal knowledge of the nominee, reputation, etc.).

The completed online nomination package must include:

3.6.1 Detail on the nominee

- Contact information, i.e., address, email, and phone number(s)
- Nominee’s IABC Chapter (or Member-At-Large region) and member number

3.6.2 Nominee’s resume or curriculum vitae

Upload as a PDF file. Nominees are encouraged to supply as much detail as possible in their CV or resume to offer the committee a comprehensive presentation of the nominee’s skills, accomplishments, contributions, and impact on the profession.

3.6.3 Nomination cover letter

The cover letter (uploaded as a PDF file) should speak to why the nominee exemplifies the Fellow designation and how they embody IABC’s values and ethics. *The nomination cover letter should address this criterion explicitly as described below:*

Alignment with IABC’s values and ethics. *Explain and explore the extent to which the nominee aligns with the values of the organization, and upholds the highest ethical standards for professional communication, and acts as a beacon for the profession.*

This document should also provide an overall view of the nominee and highlight the key areas of the four detailed sections below with a specific reference to their sustained impact. This is also the place to include any elements of the nominee’s life and experience that do not fit neatly into one of the detail sections. The letter should indicate the motivation for why the nominator believes the nominee should receive the Fellow designation.

3.6.4 Nominee’s qualifications

These four sections are entered directly into the online nomination form. It is recommended that you draft these as Word or equivalent documents, then copy and paste into the form. The Readiness Assessment Questionnaire and the evaluation rubric (see Appendices) provide additional guidance on content to include.

We strongly recommend you review the rubric carefully to be sure you provide the Selection Committee the information it needs to evaluate the nomination.

- **Impact on the profession.** *Indicate the impact the nominee has had on the practice of communication, the communication profession including mentoring/developing communications professionals, and the organizations they have been involved in. Equal weight should be given to all three components.*
- **Career achievement.** *List the nominee’s communication-related career achievements. Emphasize demonstrable results and impact of the nominee’s communication efforts, the scope of responsibilities, advancements, accreditation/certification, recognition (e.g., awards), education, and length of time in the profession. (450-word max)*
- **Contribution to the body of knowledge.** *List books, articles, columns, research papers, seminars, workshops, keynotes, courses (traditional or online), blogs, and podcasts (for non- IABC outlets) with as much information about reach and impact as possible. For academic nominees, please also include any professorships and other academic distinctions. (450-word max)*
- **Contribution to IABC.** *Provide detailed information about the person’s leadership at chapter, region, and/or international board levels, committee activity, other IABC volunteer efforts, presentations to chapters and regions, articles written for IABC publications, and other IABC-related activities. Be sure to reference the impact of those efforts. (450-word max)*

3.6.5 Letters of Support

You need to obtain four letters of support for the nomination from individuals who know the nominee well. Each letter should support a different qualification criterion listed above (i.e. one letter for ‘impact’, one letter for ‘career achievement’, one letter for ‘body of knowledge, and one for ‘IABC contributions’). The letters should state clearly which of the qualifications it is reinforcing and should not repeat the information included in the section. In other words, they should complement and expand on what has been included in the respective sections of the nomination. The nominator’s cover letter should address the nominee’s experience regarding alignment with IABC’s values and ethics, as described above.

Support letters can come from IABC members, however one of the letters must be from an individual who is not connected to IABC, but who is familiar with the nominee professionally. A nominator or a referee can only support **one** candidate for consideration per year.

You may wish to share the appropriate table from the evaluation rubric (Appendix C of this document) with the references as guidance, but the letter should focus on the supporter’s personal experience with and knowledge of the nominee in that particular area. It is not essential that a nominee has to be checking all the boxes given in the rubric as every individual is unique. The rubric is just a guideline and not exhaustive.

The nominator is responsible for receiving the letters of support and uploading them into the nomination form along with the contact information for the individual who provided the letter.

3.6.6 Optional Additional Information

The nomination form includes an option to add relevant information that is not covered elsewhere in the form. If you feel that the nomination already fully tells

the story of the nominee, it is not necessary to complete this section of the form.

3. The Evaluation Process

Step 1: Nominations are verified for completeness by IABC staff. Only complete nominations are taken forward. ***Incomplete nominations will not be assessed by the Committee.***

Step 2: The IABC Ethics Committee reviews the names of nominees to ensure they are members in good standing, which includes having no current violations of IABC's Code of Conduct and Code of Ethics.

Step 3: The Fellow Selection Committee evaluates eligible nominations using the evaluation rubric (see Appendix C). The scoring gives equal weight to the five criteria:

- Alignment with IABC's values and ethics
- Impact on the profession
- Career achievement
- Contribution to the body of knowledge
- Contribution to IABC

Step 4: Based on the nominees' scores against the rubric, the Fellow Selection Committee identifies a shortlist of nominees and conducts recorded interviews with these individuals to assist in the committee's final recommendations. Note that moving to interview stage does not guarantee the nomination will be recommended to the IEB.

Step 5: The Selection Committee uses all information from the nomination and interviews to finalize the proposed slate for the Class of IABC Fellows.

Step 6: The proposed slate is recommended to the International Executive Board (IEB) for its approval.

5. Notification and Feedback

The Chair will inform nominees on the outcomes from the process. For nominees not selected as Fellows, the Chair of the Selection Committee will provide guidance and focus on identifying areas a nominee could strengthen/build on for a future nomination.

6. Announcement and Recognition

Once the selection, notification and feedback process has been completed, the selected Class of Fellows will be announced in a variety of ways, including, but not limited to:

- IABC internal platforms reaching members and leaders
- Posts on IABC external and social media channels
- Media release provided for local distribution
- Listing on Fellow Designation page of IABC website

The designation will be formally bestowed during IABC's annual World Conference.

Appendix A

Nomination Checklist

Please use this list to ensure you have included everything that the Fellow Selection Committee requires to evaluate the nomination. We cannot accept incomplete nominations and can only base our evaluation on the materials included.

- Nominee contact details
- Nominator contact details
- Nominee CV
- Nomination cover letter presenting the nominee's qualifications and addressing alignment with IABC's values and ethics
- Nomination content (max. 450 words on each of the following areas):
 - Impact on the profession
 - Career achievement
 - Contribution to the body of knowledge
 - Contribution to IABC
- Letters of support (one for each of the following areas; note that one MUST be a non-IABC individual, i.e. someone outside the nominee's IABC network and an individual may only write one letter of support or nominate a nominee per year)
 - Impact on the profession
 - Career achievement
 - Contribution to the body of knowledge
 - Contribution to IABC
- Any additional information relevant to the nomination

Appendix B

Readiness Assessment Questionnaire

This questionnaire enables aspiring IABC Fellows or those considering nomination to determine to what extent the individual already meets the requirements to be considered for this designation and which areas they still need to attend to. This questionnaire will also assist nominators in preparing nominations that will present the nominee in the best possible way.

The questions are phrased on the assumption that it is the aspiring Fellow who is answering them.

About yourself

- Are you an IABC member in good standing?
- Have you been a member of IABC for a minimum of 5 years (not necessarily consecutive)?
- Are there four people who would be willing to write letters of support for you, each addressing one of the four criteria in 'Your career' listed below?

Note: Current IABC International Executive Board members, current Fellow Selection Committee members, and individuals who have served as IABC International Chair within the past three years are not eligible to be nominated. Sponsors and nominators (if not self-nominating) may only support one nomination per year.

Your career

Answering the following questions will indicate to what extent you meet the criteria set for the Fellow Designation.

Your impact on the profession

- Is there evidence that you have had a positive impact on the communication profession?
- Have you served in local, regional and international leadership roles for IABC and/or other professional organizations, resulting in significant impact?
- Have you had an impact on others in the profession through mentoring or development of talent within your organization or elsewhere?
- Have you introduced new ways of thinking about the practice of communication, with demonstrable impact?
- Have you used your communication skills to make a difference through volunteer or advisory roles at a local, national, or international level?

Your career achievements

- Is your professional career path evident, with clear evidence of advancement across positions over an extended period of time?
- Are you able to demonstrate the impact of your work in these roles?
- Is there evidence of your commitment to professional development, such as CMP, SCMP, ABC, or other professional designations?
- Have you been recognized with awards of excellence on local, regional, or international levels, with measurable impact?

Your contribution to the body of knowledge

- Have you made contributions as a published author, lecturer, trainer, and/or workshop presenter at local, regional, or international levels?
- Have you been recognized at an international, regional, or local level for thought leadership?

Your contribution to IABC

- Would your nomination show substantial contributions at one or more levels of IABC, with appropriate impact?
- To what extent have you made a visible positive impact on IABC?
- Do you have good examples of involvement and recognition?

Additionally, nominees for IABC Fellow must demonstrate commitment to and upholding of IABC's values and ethics:

Your alignment with IABC's values and ethics

- Do you have evidence that your professional conduct is in alignment with IABC's Code of Ethics?
Have you advocated for ethical conduct in challenging situations?
- Is there good evidence that you model IABC's Code of Conduct by exercising consideration and respect in your speech and actions?
- Have you used your communication skills to make a difference through volunteer contributions (e.g. community, NGOs or advisory roles)?

APPENDIX C: The Rubric

IABC Fellow Designation Scoring Rubric

All eligible nominees will be evaluated against the following rubric. To meet our commitment to fostering a diverse, equitable and inclusive community, DE&I factors are also part of the review and evaluation process.

1. Demonstrated alignment with IABC Values and Ethics						
7	6	5	4	3	2	1
<ul style="list-style-type: none"> This person fully embodies IABC values, ethics and code of conduct A beacon for upholding the behaviors within IABC's brand personality This person reflects the values and the brand personality of IABC in his/her leadership roles <p><i>Potential indicators:</i></p> <ul style="list-style-type: none"> Cited by others as a source for wisdom in difficult decisions Evidence/examples of highly visible and effective advocacy for IABC's values and ethics Career and volunteer history demonstrates outstanding commitment to using communication to make the world better. 	<ul style="list-style-type: none"> Examples that show that this person is a strong proponent of IABC's values, and ethics Seen as a role model exemplifying the behaviors of IABC's code of conduct <p><i>Potential indicators:</i></p> <ul style="list-style-type: none"> Using the IABC values in a coaching and mentoring role to a wide audience Evidence/examples of ethical behavior and role modeling in difficult situations Clear evidence of positive impact in volunteering and advisory roles 	<ul style="list-style-type: none"> The examples reflect the behavior of a keen promoter of IABC's values and ethics Evidence of how this person lives the behaviors reflected in IABC's values and ethics <p><i>Potential indicators:</i></p> <ul style="list-style-type: none"> Advocates for IABC's values and ethics. Demonstrates ethical professional conduct Evidence of role modelling and using skills in an advisory role 	<ul style="list-style-type: none"> Examples are shared of how the nominee has demonstrated IABC's values as a communication professional over a period of time The nomination reflects professional conduct and ethical behavior 	<ul style="list-style-type: none"> Examples of how some of the values of IABC are exemplified Not all the values are reflected in the examples provided, or not address in the nomination 	<ul style="list-style-type: none"> Limited or vague examples of how this person embodies IABC's values and ethics 	<ul style="list-style-type: none"> No evidence of alignment with IABC values and ethics

2. Impact on the communication profession						
7	6	5	4	3	2	1
<ul style="list-style-type: none"> ● The practice of professional communication has changed because of this nominee ● Impact on the profession, on a global scale, over a significant period of time and on several fronts ● This person has provided insights/research/ professional application that has influenced how communication professionals go about their work ● The impact reaches a national and /or global scale ● Served in senior/leadership communication roles in organizations ● Mentored and coached leaders on communication <p><i>Potential indicators:</i></p> <ul style="list-style-type: none"> ● Conducted large scale research that has had an impact on the profession ● Recognition as a leader in the profession globally ● Introduced communication models or ways of practicing ● Advocates globally for the communication profession 	<ul style="list-style-type: none"> ● The nominee served in a wide range of leadership roles and had a clear impact on the communication profession ● The impact and leadership are clear across multiple disciplines/clients/ geographies ● The nominee has served as a mentor and coach for communication professionals is an advocate for the development of talent within organizations or elsewhere ● Has served in leadership roles within IABC or Other professional organizations <p><i>Potential indicators:</i></p> <ul style="list-style-type: none"> ● Has held a number of leadership roles over many years ● Has influenced communication practice & thinking ● Is a mentor/coach and developer of others in the communication profession 	<ul style="list-style-type: none"> ● Clear examples provided of the nominee's <i>contribution to and/or leadership in the communication profession in a wider area of influence locally/regionally</i> ● The nominee has served in communication leadership roles in organizations and/ or professional bodies ● The Impact of the nominee reached across disciplines and governing bodies <p><i>Potential indicators:</i></p> <ul style="list-style-type: none"> ● Has held a number of senior and/or leadership roles over multiple years ● Seen to be using their communication expertise to make a positive difference across a wide geography ● Has multiple clients or projects in varying areas or industries 	<ul style="list-style-type: none"> ● Clear examples provided of the nominees' contribution to and/or leadership in the profession in specific localized areas ● The contribution to the profession and/or leadership through volunteering or advisory across a wide geography 	<ul style="list-style-type: none"> ● Examples provided of the nominee's leadership roles and/ or how this person has impacted the profession, but the scale of the impact is unclear ● Have some examples of volunteering or advisory within a limit area 	<ul style="list-style-type: none"> ● Little evidence of a <i>contribution to and/or impact on the communication profession</i> ● leadership with the profession is minimal or unclear 	<ul style="list-style-type: none"> ● No evidence of a <i>contribution to and/or impact on the communication profession</i>

3. Career Achievement

7	6	5	4	3	2	1
<ul style="list-style-type: none"> ● An accomplished professional journey, from foundation to business advisor or academic leader ● An outstanding contribution to all organizations in/for which they've worked ● Dedication to professional dev't through certification, accreditation and training ● Significant positive impact on colleagues & teams led ● Impressive recognition in professional global/regional awards of excellence <p><i>Potential indicators:</i></p> <ul style="list-style-type: none"> ● Senior accreditation or certification (SCMP, ABC) ● Confirmation of organizational impact ● Multiple Awards of excellence at international level (Gold Quill or other international awards) ● Other civil or professional recognitions at a national or international level (honorees) 	<ul style="list-style-type: none"> ● A strong career journey, with increasing responsibility and scope in positions held over a number of years ● Significant achievements evident across many positions with wide ranging impact ● Holds a professional accreditation/certification ● Evidence of professional recognition <p><i>Potential indicators:</i></p> <ul style="list-style-type: none"> ● Certification/ Accreditation or both (SCMP or similar) ● Recognized contributions to organizations or multiple organizations ● Awards of excellence locally regionally or internationally 	<ul style="list-style-type: none"> ● Professional trajectory is clear, with evidence of advancement across positions ● Impact of work is presented for most roles ● Commitment to professional development is clear, with certifications/a ccreditation ● Professional development seen right across nominee's career with awards or accolades <p><i>Potential indicators:</i></p> <ul style="list-style-type: none"> ● Commitment to ongoing professional development ● Awards of excellence (IABC awards or similar) ● Certification/ Accreditation (CMP or similar) 	<ul style="list-style-type: none"> ● Some evidence of a professional journey with increasing positions ● Consistent level of responsibility within professional roles ● Some career achievements/impact provided ● Professional development includes mid-level qualifications or certifications 	<ul style="list-style-type: none"> ● Positions held do not demonstrate a trajectory of increasing responsibility ● Limited evidence of impact on organizations ● some professional development indicators with courses and certificates 	<ul style="list-style-type: none"> ● Some background provided on career trajectory, but overall progression not clear ● Limited professional development indicators 	<ul style="list-style-type: none"> ● Career journey and growth unclear ● No evidence of dedication to professional development ● Career advancement not evident ● Lacks professional accreditation /certification

4. Contribution to the body of knowledge						
7	6	5	4	3	2	1
<ul style="list-style-type: none"> ● A prolific contribution to the profession across the spectrum of avenues ● A constant and reliable presence in the profession over a sustained period ● Recognized as an icon in the profession ● Ongoing willingness to share knowledge and experience as well as advocating ● Frequent contributor to credible publications, lecturing and speaking at global conferences and institutions <p><i>Potential indicators:</i></p> <ul style="list-style-type: none"> ● Published author ● A number of speaking engagements and/or lectures nationally/internationally ● Recorded or live messages (podcasts, webinars) ● Led training and facilitation across multiple countries, avenues and communities 	<ul style="list-style-type: none"> ● Significant contributions across multiple avenues as author, lecturer and speaker ● Recognition as a thought leader on a regional/national level ● Evidence of authorship, lecturing and speaking at recognized institutions and professional bodies (i.e. those with global renown) <p><i>Potential indicators:</i></p> <ul style="list-style-type: none"> ● Publication contribution regular or across multiple publications ● Speaker assignments locally, regionally and nationally ● Articles /blogs or videos published on various platforms and through a number of channels ● Lectures, training and facilitation 	<ul style="list-style-type: none"> ● Recognized at a regional or local level for thought leadership ● Evidence of authorship, lecturing and speaking on a regional level <p><i>Potential indicators:</i></p> <ul style="list-style-type: none"> ● Leading workshops/training ● Conducting lectures ● Local speaking engagements ● Have published articles, blogs and thought leadership pieces ● Contributed and engaged audiences in discussions 	<ul style="list-style-type: none"> ● Localized evidence of authorship, lecturing and speaking ● Only recently started on this journey ● Low numbers of themes and speaking assignments 	<ul style="list-style-type: none"> ● Some evidence of authorship, lecturing and speaking ● Themes are limited ● Exposure limited 	<ul style="list-style-type: none"> ● Minimal evidence of authorship, lecturing and speaking 	<ul style="list-style-type: none"> ● No evidence of authorship, lecturing and speaking

5. Contribution to IABC						
7	6	5	4	3	2	1
<ul style="list-style-type: none"> ● An outstanding level of commitment at all levels of the association ● Has gone above and beyond the call of a volunteer leader over a sustained period of time ● An advocate for the association; an IABC visionary and influencer ● A recognized presence within IABC ● Ongoing willingness to share knowledge and experience <p><i>Potential indicators:</i></p> <ul style="list-style-type: none"> ● Significant and measurable results in leadership roles on local, regional and international board, committees and task forces. ● Externally viewed as a supremely effective advocate for IABC development and growth 	<ul style="list-style-type: none"> ● Involved over a number of years at local/ regional and international levels on various committees and workgroups ● Actively contributed to IABC content and training ● Presented webinars/training on regional and international level ● Clear examples of the nominee's impact on the profession through their involvement with IABC ● A strong supporter of IABC's programs and the development of IABC regionally and internationally <p><i>Potential indicators:</i></p> <ul style="list-style-type: none"> ● Regional and international level involvement ● Impact demonstrated as a result of the nominee's involvement on IABC projects and initiatives ● Visible advocacy of IABC 	<ul style="list-style-type: none"> ● Involvement on chapter and regional level in various leadership roles ● Demonstrated influence on the way the chapter and the region are run ● Was a member of a committee or work group of the IABC on international level ● Presented at IABC regional conferences ● Have led an IABC professional development course or contributed to IABC content <p><i>Potential indicators:</i></p> <ul style="list-style-type: none"> ● Chapter and regional involvement and impact ● Member of an international work group /committee or task force 	<ul style="list-style-type: none"> ● Contribution to IABC at a local level is clear over a period of years ● Filled leadership and committee member roles at a chapter level ● Has positively contributed at local regional events ● Has presented at IABC workshops or supported training and development or local chapter mentorship programs 	<ul style="list-style-type: none"> ● The contribution is clear at a chapter level ● Nominee has served on multiple local committees 	<ul style="list-style-type: none"> ● Limited contribution for a limited time ● The contribution is not clearly presented 	<ul style="list-style-type: none"> ● Contributions very limited or not present at all