



**IABC 2018 Fellows Award
Program Briefing**



International Association
of Business Communicators

Fellows Award Program International Association of Business Communicators

Dear Nominator:

Thank you for taking the time to nominate an IABC colleague for the IABC Class of 2018 Fellows Award.

The “Fellow” designation is the highest honor conferred by IABC. Becoming a Fellow denotes a body of achievement by a communication professional who has had a significant impact not only on her or his organization and IABC, but also on the communication profession at large.

This program briefing includes:

- Timeline for nomination
- Criteria for nomination process
- Recognition
- How to apply

If you have any questions, please don't hesitate to reach out to governance@iabc.com.

Sincerely,

Kellie Garrett, ABC, MC, IABC Fellow
Chair, IABC Fellows Committee

APPLICATION DEADLINE: 8 December 2017 at 5:00 p.m. ET

TIMELINE

Class of 2018 Fellows open call commences	23 October 2017
Open call closes at 5:00 p.m. ET	8 December 2017
Submission review, referencing & scoring	December - January
Fellows Committee selection meeting	17 January 2018
Ratification by full board	7 February 2018
Outreach to all nominators and approved nominees	Early-mid February
Outreach to current College of Fellows, leaders and membership	Late February/ March
Fellows Award bestowed at World Conference	10 June 2018

International Association of Business Communicators

155 Montgomery Street, Suite 1210

San Francisco, CA 94104

Phone: +1 415.544.4700

Toll Free: 800.776.4222

Fax: +1 415.544.4747

www.iabc.com

Program Description:

Selection as an IABC Fellow is the highest honor IABC can bestow upon one of its members. The designation is given to recognize those IABC members who continually have made an outstanding contribution to the communication profession, through exemplary achievement within their own organization and through unselfish service to IABC and its members. The Fellow designation is awarded only to those individuals who are recognized by their peers as outstanding leaders in the profession. New Fellows are proposed by the Fellows Committee and require a two-thirds vote of the IEB for election.

Designations Bestowed: IABC Fellow

Criteria for Nominations Process:

Submissions can be received from:

- All active IABC Members
- Self-nomination is not allowed
- Members of the Fellows Committee not allowed to nominate a candidate during their term on the committee

Class Size:

To maintain the prestige of the Fellow Award, IABC will bestow the Award on no more than five persons in any one year. [IABC Policy Manual, Section II- (i)]

Qualifications and Eligibility:

- Only members of IABC (in good standing) are eligible to be IABC Fellows
- Present IEB members and any person who has served as Chair during the past three years are not eligible

Submission Items:

- Completed [online application form](#) (at time of submission, be ready to upload the following)
 - o Nominators personal letter of recommendation*
 - o Nominees current resume or curriculum vitae
 - o Nominees personal statement (1000-word limit) **
 - o Additional materials used to support nominations, not mandatory. *This is optional and encouraged that nominators reflect on quality vs. quantity*

**The nominators personal letter of recommendation should speak to why their candidate embodies the IABC Shared Values and Brand Personality.*

***In order to include input from the nominee, we require a personal statement written by them. This will help the Fellows Committee members get a sense of the individual 'in their own words'. The statement should reflect how they embody the IABC Shared Values and Brand Personality.*

Values Survey:

A nominator will be responsible for completing and sharing the following survey with 3-5 contacts for whom the nominee has worked with or for in a volunteer or professional capacity. The Fellows Committee reserves the right to also send this survey to other individuals who know this nominee based off information provided within application.

The Fellows Committee requests three responses, including the nominator's response, to the survey by 8 December 2017.

Survey URL: <https://iabcgovernance.typeform.com/to/tehMmk>

Questions to answer within online form:

- Nominees contact information *[address, email, phone]*
- Nominees IABC Chapter
- List of people the nominee has worked with in professional or voluntary roles
- Link to nominees LinkedIn profile *(optional)*
- Describe the nominee's contribution to the organizational communication field and profession (450-word max) *[Indicate the impact the nominee has had on the practice of communication and on the communication profession.]*
- Describe the nominee's leadership to the organizational communication field and profession (450-word max) *[Indicate the impact the nominee has had on the practice of communication and on the communication profession.]*
- Career Achievement (450-word max) *[List the nominee's communication-related career achievements. Emphasize demonstrable results of the nominee's communication efforts, scope of responsibilities, advancements, accreditation, recognition (e.g., awards), education and length of time in the profession.]*
- Authorship, speaking and lecturing (450-word max) *[List books, articles, columns, research papers, seminars, workshops, keynotes, courses (traditional or online), blogs and podcasts (for non-IABC outlets). For academic nominees, please also include any professorships and other academic distinctions]*
- Contributions to IABC (450-word max) *[Leadership chapter, region and international board levels, committee activity, other volunteer efforts, presentations to chapters and regions, articles written for IABC publications and other IABC-related activities.]*

Recognition:

- IABC website
- Notices sent through social media channels, leader centre, weekly digest and leader letters
- Award bestowed during Annual World Conference in June
- Fellows Pin
- Award bestowed for life

Ongoing Engagement:

The IABC Fellows Committee are working on the following initiatives to continue ongoing engagement with the IABC College of Fellows:

- Developing, leading and participating in mentoring programs, so IABC Fellows can help develop the next generations of IABC and communication leadership.
- Through liaison with the Council of Regions, actively seek opportunities for Fellow to present to

local chapters and regions on various communication topics. This will support IABC members globally and increase awareness and visibility for Fellows and their considerable collective expertise.

- Developing and recommending specific actions for Fellows to support and promote the Communication Management Professional certification, and the additional certification to come as well as other program initiatives.
- Encouraging Fellows to apply to serve on various IABC committees and task forces at the international and regional levels.

Fellows Committee:

The Fellows Committee is responsible for evaluating annual nominations and making recommendations to the IABC Executive Board (IEB) for up to five IABC Fellows each year. This committee is also responsible for input to the IEB on policy, standards and strategic development of the IABC Fellows program.

Learn more about who serves on this committee [here!](#)

HOW TO APPLY

Please fill out the [online application form](#). At time of submission, please be ready to upload all submission materials required (personal letter of recommendation, nominee resume, nominee personal statement, etc.)

Should you have any problems uploading materials to the online form, please email them to governance@iabc.com prior to close of open call on December 8th.

Following the approval of the class of Fellows, recipients should expect to submit a biography and headshot to Headquarters for recognition use.

Typeform Online Forms – Troubleshooting:

Should you encounter any technical issues with our online application platform typeform, here are some recommended troubleshooting options:

- **disable all complements/plugins/extensions** as these may interfere with the performance of your typeform
- **open your typeform on a different browser**
- **delete cache and data from your browser and restart the device**