

## Guidance for nominating an individual to receive the CIHT Certificate of Merit award

The Certificate of Merit is awarded for 'Outstanding Services to the Institution', which may comprise:

- an exceptionally high commitment to a Region or Regions (or former branch/ branches) as an office holder over a period of many years (usually a minimum of 10); or
- a major contribution to the Institution's operation in matters such as recruitment of members, exceptional service to the Council, developing a new service to members etc.

Council will be looking to make the award to those who have demonstrated notable leadership and involvement in CIHT activities (both social and technical) which goes well beyond their specified roles. The award marks the work of those who have given generously of their free time for no financial reward and for the benefit of their colleagues.

### Applying the criteria

In order to demonstrate that a nomination meets the criteria, the form should include tangible evidence of the substantive contribution the individual has made. Significant examples for each criterion could include (but are not limited to):

- an exceptionally high commitment to a Region or Regions (or former branch/ branches) as an office holder over a period of many years (usually a minimum of 10) with an identified impact:
  - organisation of regional events – i.e., awards, dinners, past chair's dinners
  - setting up a subcommittee (i.e., YP group within the region)
  - sharing knowledge and expertise across the committee for xxxx years, supporting other committee members with xxxx
  - an exceptionally high level of commitment and service to the region and CIHT in general, serving on the committee as xxxx with an identified impact
  - provided expert advice and guidance to the committee at meetings
  - drafted responses to regional and national consultations and represented the CIHT xxxx region during meetings with regional political leaders
  - management and delivery of many of the technical events for the region's annual programme
  - a key member of the xxxx region for many years, bringing expertise, skills, time and energy to developing a strong regional base, as well as supporting the Institution at a corporate level
  - demonstrated commitment to CIHT's strategic priorities in the work of the Region/Institution, to improve the culture and working practices within our profession
- a major contribution to the Institution's operation in matters such as recruitment of members, exceptional service to the Council, developing a new service to members etc. Items may include:
  - delivered presentations to students in the local universities to raise the profile of the Institution and highlight the benefits of becoming a member
  - worked to raise the profile of the Institution within their Region by doing xxxx
  - was a member of Council/Board of Trustees/Strategic Boards/Panels (specify which) for xxxx years, where they did xxxx
  - conducted xxxx professional reviews, supported other reviewers as well as candidates, and promoted CIHT membership/services while doing so
  - provided support and advice to the Institution around xxxx

- represents the values of the Institution by doing xxxx
- provided mentoring and training to CIHT members
- a STEM ambassador/CIHT Champion for xxxx years