

Distinguished Service Award Sub-Committee

1. Consists of a three member structure:
 - a. A Chair for a term of one year who is an active member of LLAW selected by the Chair of the Grants and Awards Committee.
 - b. An active LLAW member, preferably one who has won the Distinguished Service Award or a *Wisconsin Law Journal* 'Unsung Heroes' award.
 - c. An active LLAW member or a member of the Wisconsin legal community.

2. Plans the nomination process timing and format:
 - a. Oversees that the selection process takes place annually noting that there is no requirement for the award to be given every year.
 - b. Announces the nomination process by e-mail to the LLAW group listserv and includes the nomination form in the winter or spring issues of the LLAW newsletter.
 - c. Announces the nomination process at the fall and winter LLAW business meetings to encourage nomination and to remind members of the nomination deadline.
 - d. Requires receipt of all nominations on or around March 15th on a form created for this purpose.
 - e. Accepts nominations from any Chapter member or members of the legal community as well as self-nominations.
 - f. Notes that nominations do not carry over from one year to the next.

3. Utilizes the following award selection criteria and procedures:
 - a. Ensures that the award winner be a current Chapter member, active or retired.
 - b. Selects an award winner on the basis of achievement in a particular area of law librarianship, service to LLAW, and/or the legal community, or contributions to the professional literature with attention given to local involvement and LLAW contributions.
 - c. Uses the following broad criteria in the selection process where nominees may excel in one or more areas:
 - i. Outstanding leadership in LLAW, at meetings, and in committee work.
 - ii. Special and notable service to LLAW, such as participation in special projects.
 - iii. Participation in seminars, teaching courses, and public speaking activities.
 - iv. Publication and editorial contributions to professional literature.
 - v. Innovations at the worksite.
 - vi. Mentoring activities that encourage others in the profession.
 - vii. Extracurricular activities that provide the profession and/or LLAW with commendable publicity and acclaim.
 - viii. Other achievements indicating noteworthy dedication to the profession of law librarianship/information science.
 - d. Respects that work of the sub-committee and all nomination forms are highly confidential during the selection process and destroys all nomination

documentation after completion of the selection process each year.

4. Creates award announcements:
 - a. Reports the winner of the award to the LLAW President on or before April 15.
 - b. Ensures that the LLAW President contacts the winner to inform them of their selection.
 - c. Ensures that the LLAW President or a sub-committee member also informs the nominator(s), as well as the LLAW officers, of the decision.
 - d. Notes that the identity of the award recipient does not need to be kept confidential until the awards ceremony.
 - e. Sends an announcement to one professional organization that the winner selects noting that the winner may also announce the award to any other individuals, groups or professional organizations that they choose, at any time.
 - f. Works with the Program Committee to ensure that a notice regarding the award ceremony appears in the final business meeting announcement.
 - g. Prepares announcements on the award recipient for the LLAW newsletter, LLAW website, LLAW social media sites along with other media outlets such as the *Wisconsin Law Journal* as appropriate.

5. Prepares the award format and presentation:
 - a. Determines the format and design of the award object.
 - b. Orders, purchases and picks up the award.
 - c. Notes that the exact cost of the award will be discretionary, but uses a suggested range between \$100 and \$200.
 - d. Notes that a template for the design of the LLAW Distinguished Service Award is currently on file with RCB Awards <http://www.rcbawards.com/>
 - e. Presents the award at the 4th quarterly business meeting of LLAW.

6. Carries out other miscellaneous duties:
 - a. Oversees and resolves all controversies regarding awards noting that the decision of the sub-committee will be final.
 - b. Creates and submits a proposed budget to the Grants and Awards Committee.
 - c. Submits a report on its activities to the Chair of the Grants and Awards Committee to be a part of Chair's annual report.