



ICRM Member of the Year Award

[Nomination form](#) must be received no later than September 1

Questionnaire must be received no later than October 1

Overview

ICRM Member of the Year Award honors an individual's accomplishments and service to the ICRM over at least 18 months. The Institute of Certified Records Managers recognizes those ICRM members in good standing who have contributed significantly to the ICRM throughout volunteer opportunities within the Institute.

Recognized activities include, but are not limited to:

- Volunteer position(s) on ICRM committees and/or task forces
- Representing the ICRM at seminars, conferences, or other RIM related engagements
- Promoting the CRM/CRA designation(s)

Eligibility Requirements

- A Certified Records Manager (CRM) in good standing who has gone above and beyond their volunteer opportunities within the ICRM
- Current Board Members are not eligible during their term of office

Nomination Process

- A CRM in good standing may be nominated by an ICRM member or nominate themselves
- Submit a completed nomination form on the [ICRM website](#) no later than **September 1**
- Nominees will be provided the ICRM Member of the Year Award Achievement Questionnaire
- Completed questionnaires must be submitted to admin@icrm.org no later than **October 1**

Award Process

- The ICRM Awards Committee will review all submissions
- The ICRM Awards Committee will consider the total number of points, quality of supporting documentation, and breadth of experience
- The recipient of the ICRM Member of the Year Award will be announced at the year-end ICRM Business Meeting
- The recipient will receive a plaque and be awarded a one-year paid ICRM membership or a gift card equaling a one-year membership

ICRM Member of the Year Award Questionnaire

The submitted questionnaire should identify all roles and service to the ICRM over the past 18 months. The nominee should include as much information as possible, adding as much detail as desired. Dates should be provided wherever possible. Testimonials can be provided as well as any reviews available.

The questionnaire includes four categories containing rows with specific point values for contributions:

Category 1 – ICRM Volunteer Positions

- All ICRM Committee and Task Force positions, including a Chair position

Category 2 – Representing the ICRM

- Representing the ICRM at a RIM-related engagement (written, virtual, or in-person)
 - Details could include event host and name, publication name, dates, and/or any supporting information

Category 3 – Promoting the CRA and CRM Designations

- Any work outside of the ICRM where the CRA and CRM were promoted (for example, U.S. Department of Labor, Academic Partnerships, or Society for Human Resource Management)
 - Provide supporting information, including contact name, time period, and any accomplishments achieved

Category 4 – Other Relevant Information

- Any additional information that supports this nomination

Contact the ICRM at admin@icrm.org with any questions.