

Responsibilities of Awards Committee Members + 2013 Awards Timeline

The SCB Awards Committee was set up to call for, receive, and review nominations and recommend candidates for awards given by the Society in order to recognize the contributions of individuals and organizations to the conservation of biodiversity.

The Awards Committee:

- A. Reviews and selects nominations, and submits the names of nominees for awards to the SCB Board of Governors in time for approval by the Board of Governors before the biennial meeting of the Society
- B. Proposes new awards to the Board of Governors, and
- C. Proposes potential sources of funds for such awards.

Each year, SCB presents up to seven awards. We give up to five Distinguished Service Awards for outstanding contributions by an individual or institution to conservation of biodiversity through research or its application in policy, education, or journalism. We also give the Edward T. LaRoe III Memorial Award annually to an individual who has been a leader in translating principles of conservation biology into real-world conservation. Preference is given to individuals who have spent at least part of their career in public service. Finally, we also give one Early Career Conservationist Award, to recognize individuals who have made significant contributions to conservation soon after entering the field, thus helping to highlight and promote individuals who may find this recognition helpful in expanding their positive impact on conservation.

Membership on the committee is open to any member of the Society, but it is usually restructured after each SCB global biennial meeting (ICCB). Awards Committee members help to define the policies and procedures for the awards process. **The deadline this year is 1 December 2012.**

Committee members also promote and generate a diverse set of nominations from around the world, making sure that the nominations are complete and in time before the deadline. Committee members then engage in a discussion about nominees that culminates with the voting around the **second week of January, 2013.**

All committee members help to select all awardees. The Committee Chair strives for committee members from all SCB Sections and representation of membership at large, coordinates members, promotes communication, and moderates discussions. The Chair also communicates with the Board about recommendations for awardees, budget issues, and other related matters.

Committee Member Responsibilities and Schedule for 2013 SCB Awards

- On or before 7 November 2012: Each Award Committee member informs Award Committee Chair of one-to-two nominations that they or someone from their region will bring forward for 2013 Distinguished Service Awards.

- Awards Committee members need to make sure the Committee Chair will have received all materials by **1 December 2012**. This means ensuring each member will bring at least one nominee, preferably guiding the nominator or conducting the process themselves. Nominations need to be sought also from a Society member at large, but not necessarily.
- In addition to sending the names of candidates they will nominate, members will also send information about individuals who will provide supporting letters.
- 1 December 2012: The completed nominations have been received by the Chair: All nominations and supporting materials must be submitted electronically in a single document, preferably as a pdf, to Awards Committee Chair Rodrigo Medellín (medellin(at)miranda.ecologia.unam.mx). The Nominations form is online at <http://www.conbio.org/professional-development/service-awards>. Please note that it is the responsibility of the committee members to coordinate with the person who might be submitting nominations to meet the 1 December deadline.
- 15 December 2012: Awards Committee Chair assembles final package comprising short descriptions of award nominees with relevant portions from the recommendation letters and circulates it to the Awards Committee.
- 16-30 December: Award Committee members review each nomination and discuss the merits of candidates electronically (details on these discussions will be made available by the Chair before 1 December). The specific process of the discussion and voting will depend on the makeup and size of the final group of nominees. Chair will provide details once all nominations are in.
- 1-15 January 2013: Committee members cast their final vote for awardees, taking into account conservation merit and service, gender, geographic, and disciplinary diversity in the overall group of awardees. Sometimes, it is best to have an initial round of votes to select the top candidates and then proceed to the final vote. This possibility will be notified by Chair.
- On or before 20 January 2013: Award Chair forwards short descriptions of recommended awardees to Executive Director of Society for Conservation Biology. ED posts materials for BOG members to review the descriptions and other materials for each recommended awardee.
- On or before 30 January 2013: SCB Award Committee Chair coordinates with SCB Executive Director to finalize discussions by BOG members. Board members recommend approval or veto of each proposed awardee. If the board vetoes a name, the Awards Committee can choose to bring forth another name for approval or decide to give out fewer than six awards.
- 16 February 2013: Results announced to SCB and BOG by Awards Committee chair.
- 20 February 2013: Awards Committee Chair sends out notification of their selection to awardees. Please keep all information about nominees, discussion process, voting, recommendation to the Board, and final selection of awardees confidential until the notification to the awardees has been made public.