

GUIDILINES FOR NEW ARMA DISTINGUISHED SERVICE AWARD

Revised: 23 October 2024

The **ARMA Distinguished Service Award** is described in this document. The service award is distinct from the other ARMA awards, particularly the Outstanding Contributions to Rock Mechanics Award that “recognizes an individual whose career achievements have provided outstanding contributions to the profession of rock mechanics and rock engineering.” Because the outstanding contributions award considers technical contributions and service to the larger profession beyond ARMA, the ARMA Distinguished Service Award recognizes contributions that reflect service specific to ARMA, rather than to the broader communities that it serves.

PURPOSE AND SCOPE

The award is to recognize significant contributions that ARMA members have made to the services offered by ARMA. These services may include, but are not limited to:

- Activities supporting the ARMA annual symposium, international conferences, workshops, forums, and other meetings that promote rock mechanics and geomechanics technologies and applications;
- Involvement in educational efforts;
- Participation on ARMA technical, standing, and ad hoc committees;
- Contributing to ARMA Publications such as *ARMA Letters*, *ARMA Monthly News*, *OnePetro*, and other publication initiatives; and
- Any other services provided to help ARMA achieve its mission.

CANDIDATES

The award shall consider contributions by ARMA members, excluding the current board and selection committee members. Normally, it will annually recognize contributions from at least one candidate from each of the following categories:

- Significant contributions from a **senior** member (10 or more years of professional experience)
- Significant contributions from a **junior** member (Less than 10 years of professional experience)
- Significant contributions from a **student** member

SELECTION CRITERIA

Award recipients must have been members of ARMA during the application period.

The award shall recognize significant contributions of services within one year of their completion. The contribution should involve dedicated time and effort to provide meaningful and qualitative impact to the success of ARMA events and activities.

The award committee shall consider following criteria:

1. Basis of contribution – Difficulty of tasks involved, amount of time and effort required, quality of service; and
2. Value of contribution – Value in terms of meaningful impact on the ARMA mission significance to ARMA members and to general public.

APPLICATION PROCESS

ARMA shall collect award applications in response to a call put out to all members. Anyone can submit an application via the instructions provided in the call for applications. Members are urged to reach out to deserving colleagues to encourage them to apply.

The annual application cycle shall close two (2) months prior to the annual ARMA symposium. Each award application must present the following information:

- a. Full name and contact information of applicant;
- b. Abstract of the applicant's service contribution (up to 250 words).

SELECTION PROCESS

The selection process shall involve a dedicated ARMA service awards committee.

The committee will comprise 1) Committee Chair from among senior ARMA members, (2) members representing different disciplines of ARMA, (3) an early career member, and (4) a student. The committee members need to have been actively involved in ARMA activities. The Chair will assemble the package of service award recipients for the Board to approve at the Board meeting in January every year. The other terms of the committee members follow the general guidelines for the ARMA Awards Committee.

No member of the Awards Selection Committee shall participate in the selection process for an award category if they are related to or have a close professional, academic or supervisory connection with one of the candidates in that award category.

If there is a conflict of interest (COI), the person concerned is to bring this conflict to the attention of the awards committee chair, who will take appropriate action and report the COI to the ARMA Board. In addition, if the Chair has a COI with any of the applicants, a new Chair, who is free of COI, must be selected and approved by the ARMA Board. All potential conflicts of interest (actual or perceived) shall be noted in the award committee report to the ARMA Board.

The ARMA Board is also subject to the ARMA COI policy and will not be involved in the selection of any of the above awards other than through governance oversight and ratification of the awards. ARMA Board members are not eligible to receive awards while they serve. No current ARMA Board member shall write a letter in support of any award application. However, colleagues, students, postdocs, and mentees of current ARMA Board members are eligible for all awards.

NATURE OF AWARD

All awardees will receive a plaque or certificate, prepared by the Executive Director before the annual symposium. They will additionally receive a year of complementary ARMA membership, or, in the case of awardees being lifetime members, a gift card of equal to or less than \$100 in value. The student awardee will additionally receive complementary registration for the symposium at which the award is to be presented.

The awards shall be conferred by the President at the annual symposium.