



2024 NOMINATION FORM FOR INCOSE UK Volunteer Award

The volunteer award honours an individuals exceptional and selfless contribution to the INCOSE UK community, inspiring others to engage in volunteerism and reinforcing the positive values of being a member of INCOSE UK.

Full Name of Nominee

INCOSE UK Membership Number (if known)

Details of why I, the nominator, believe that the nominee should be awarded for their volunteering service to INCOSE UK, including details of the areas of INCOSE UK that have benefitted from their work

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Declaration of Nominator

I confirm that the nominee has been a member of INCOSE UK for a minimum of 3 years and that I have known the nominee as an INCOSE UK member during this time. I believe that the nominee has volunteered significant time and effort to INCOSE UK and I declare that the information I have provided about the nominee is accurate and fair.

Signature Date

Name of Nominator

Name of Seconder

(Print) (Print)

Signature Signature

Email address Email address

Date INCOSE No Date INCOSE No

Completed form **must** be received by the INCOSE UK Secretariat **by Monday 9th September 2024 AT THE LATEST** to: INCOSE UK Secretariat, 21 Silver Street, Ilminster, Somerset, TA19 0DH or by email to emmajane@incoseuk.org.

Criteria

Nominees must have volunteered significant effort on behalf of INCOSE UK in one or more areas including:

- Leadership at Chapter, UKAB organisation, or group level (local, working, interest).
- Contribution to INCOSE UK technical products, groups or events.
- Service in any other capacity within the scope of INCOSE UK activities.

To qualify the nominee must demonstrate excellence in one or more of the following areas:

- **Leadership** - Providing exceptional leadership in organising and managing volunteer activities or projects.
- **Dedication** - Showing unwavering commitment and consistent effort in volunteering over an extended period.
- **Impact** - Making a significant positive impact on the community or organisation through volunteer work
- **Mentorship** - Guiding and inspiring other volunteers, helping them develop their skills and understanding of Systems Engineering.
- **Advocacy** - Promoting the value and importance of volunteering within the Systems Engineering community and beyond.

Nomination Process

1. INCOSE UK Members will receive a notice inviting nominations for Volunteer Awards, stating that nomination forms are available from the INCOSE UK Website and Secretariat.
2. Completed nomination forms must be signed by the nominator and seconder and must be received by the INCOSE UK Secretariat by the due date.
3. An individual who is a current Council Member cannot be nominated for an award.

Selection and Notification

The INCOSE UK Secretariat will collate all nominations, review them against the required information, and pass them to the UK Council for review and approval.

Notification:

- INCOSE UK Secretariat will notify nominators of those who did not receive an award.
- INCOSE UK Secretariat will notify nominators and award recipients.
- Recipients will be invited to attend the INCOSE UK Annual Systems Engineering Conference to be presented with their award (attendance by the recipient will be at their own expense).
- Recipients will be asked to keep the information confidential until presentation.

Presentation

- Award recipients will receive a certificate presented at the INCOSE UK Annual Systems Engineering Conference (at their own expense).
- If the recipient is not available to receive the certificate in-person, a nominee or proxy will receive the certificate on their behalf, or the certificate will be sent to the recipient following the event.
- The award will be announced via a press release, social media announcements on INCOSE UK's social media channels and on ePreview, the INCOSE UK newsletter.