

Rotary Distinguished Service Awards

Committee Job Description and Selection Process POLICY and GUIDELINES

Approved by Board on February 16, 2011

The Rotary Club of Ann Arbor annually recognizes members and special non-members with the Distinguished Service Award (DSA) status. The DSA is the Club's highest honor for those who have exemplified the Rotary motto of "Service Above Self" in their professional achievements, community involvement and contributions to local and international Rotary service. The DSA is presented at a regular Club meeting, usually as a surprise to the recipient, and is valued by awardees and presenters alike as a personal and professional honor.

The committee in charge of the selection and presentation process is chaired by the immediate past President who invites a small group of current members who represent a microcosm of the total membership in terms of length of service, knowledge of the Club and community, and significant leadership experience in both arenas. The following guidelines are suggested so that each year the DSA Committee can be more effective and efficient in its deliberations and implementation of their assignment:

Overall Timeline:

1. The DSA committee should be appointed in October and have their initial meeting in November.
2. The slate of prospective awardees should be finalized by January.
3. Awards for the year should be scheduled with the Program Committee by February, with presentations at times when there are no major conflicts on the Rotary Calendar and attendance is highest— preferably in Fall (October-November) and Spring (March through June).
4. Approximately 4 awards will be given annually with a minimum of 4-6 weeks between presentations.
5. The first award in early October will actually be a selection from the preceding year's committee. This allows time for the new Committee to assemble and do its work without haste and ensures that there is a regular flow of presentations during the year.

Guidelines for Selection:

In selecting individuals for the DSA, the following attributes, characteristics and achievements shall be considered:

1. **Professional Achievement:** The nominee has performed with distinction in their field as evidenced by one or more of the following: honors/awards received from professional organizations that recognize the individual for their outstanding contributions to their field; offices held in professional organizations; significant standing in terms of promotions, titles, publications and/or presentations of their work.

2. **Community Service:** The nominee has served with distinction in community activities in service to, and/or support of philanthropic organizations as evidenced by one or more of the following: significant contributions to the advancement and leadership of important community cause(s); recognition through honors/awards for volunteer service; participation on the local, regional, state, national, or international level that make a lasting difference to the quality of life.
3. **Service to the Rotary Club of Ann Arbor:** The nominee has demonstrated outstanding loyalty and service over a period of 10 or more years as evidenced by volunteer participation, leadership and/or philanthropic support at the local, regional and international level. The nominee has made a significant difference to the Club's internal strength and/or external recognition.

Diversity of Internal and External Awardees:

The Committee should focus first on members of the Club who rise above their peers and merit DSA recognition. Each year the Committee will also want to consider individuals outside the Club who exemplify the attributes, characteristics and achievements cited above.

1. The Committee will be inclusive in its choices in terms of gender, age, ethnicity, and field of endeavor and truly represent the diversity of thought and leadership in this Club and community.
2. Whether nominees are members of the Club or not, they should share the values of Rotary as demonstrated in their personal and professional life.
3. The award may be given to an individual or, in special cases, 2-3 people whose work is inseparable and whose joint contributions are distinctive by any measure.

Fact Finding and Presenter Selection:

Before the slate of awardees is finalized, the Committee will contact the individual's spouse, partner, other family member or a significant colleague to collect relevant information and identify potential presenters who are experienced public speakers and know the nominee well. The Committee will draft the text of the presentation and suggest the presenter add his/her own comments and insights. The final content should be seen by the Committee before the presentation.
