



## **REC-104: Chapter Circle Awards – 29 January 2023**

### **Purpose**

INCOSE shall recognize chapter efforts and extraordinary achievements by chapters through the Chapter Circle Awards and Recognition Program. The goals of this program are to:

1. Recognize achievements at the chapter level;
2. Clarify and incentivize desired activities and behavior at the chapter level;
3. Improve sharing of good and best practices between chapters; *and*
4. Encourage effort and innovation in serving INCOSE members at the local level.

### **Applicability**

INCOSE Chapters.

### **Definitions**

None

### **Policy Content**

- **Eligibility**

This award is open to any Chapter.

INCOSE Chapter Circle Award submissions must be uploaded to the INCOSE infrastructure (e.g., MS TEAMS / spreadsheet for the Chapter Awards submissions) during the first week of January as communicated by the Chapter Circle Awards committee lead. A Chapter Circle Awards primer and the submission information are available on the INCOSE infrastructure.

The award recognizes chapter performance on a calendar year basis (January-December).

- **Award Classification**

The annual Circle awards program includes the Platinum Circle, Gold Circle, Silver Circle, and Bronze Circle awards to recognize all chapters that meet and exceed INCOSE's standards for local service and contributions. The Director's Award for Most Improved Chapter is used to acknowledge the special effort required to significantly improve an INCOSE chapter. The President's Award for Outstanding Chapter is used to recognize chapter excellence.

Chapter Circle Award recipients shall be approved by the Board of Directors.



- **Evaluation**

Submissions are evaluated by a Chapter Awards committee during January and concluded on the Saturday of the yearly International Workshop.

- **Presentation**

There is no limitation on the number of Chapters Circle Awards which may be presented annually. Chapters Circle Awards are presented at the International Symposium.

The approval and notification process shall ensure confidentiality pending final notification of Award recipients by the Sector Director no later than one month after the first quarter Board of Directors meeting.

### **Related Policies**

REC-112: Good Neighbor Award

**SUPERSEDES: REC-104 dated 16 October 2020**

**APPROVED BY: INCOSE Board of Directors, Q1 BoD Meeting Torrance CA, 29 January 2023**

**MAINTIANED BY: (RACI Responsible R): Sector Directors**

**POLICY OWNER: (RACI Accountable A): President-Elect**