



Fellow Nomination Instructions

(as of 12/10/07)

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SAF honors those members who have provided outstanding contributions to the Society and to the forestry profession with the title of Fellow. The goal of the Society is to recognize approximately five percent of its members with this honor.

Fellow candidates will be determined by a District Fellows Committee established in each SAF voting district. Each District Fellows Committee will consist of at least five Fellows, one from each of the state, multi-state or intrastate societies in the District. The Committee shall include at least one woman Fellow.

The Council representative for each voting district shall appoint the initial members (and chair) of the District Fellows Committee to staggered terms of one to five years. In each succeeding year, the District Council representative shall appoint any needed replacement Fellows (with assigned terms) to the District Fellows Committee. In addition, yearly, the Council representative shall ensure a chair is appointed. The terms will coincide with the calendar year. No Fellow may serve more than one consecutive five-year term.

The District Fellows Committees shall remain continuously active and meet by telephone conference calls as necessary. I will seek out potential candidates for Fellow from among the voting district members, compile background information on candidates, evaluate candidates against the criteria for Fellow, and recommend to the Council voting district representative nominees from those found qualified. The District Fellows Committee will elect nominees by a simple majority vote. Reasonable (conference calls and postage) operating expenses incurred by the District Fellows Committee may be reimbursed upon completion of an expense form and submission of all original receipts to the national office.

District Representatives shall review the nominations recommended by their District Fellows Committee prior to forwarding the recommendations to the Executive Vice President. If there are concerns about the suitability of any recommendation, the District Representative shall confer with the District Fellows Committee prior to forwarding recommendations for Council action. Each Council voting district representative shall forward completed nomination packets for those being recommended for Fellow to the Executive Vice-President in time for consideration on the agenda of the meeting at which they are to be acted upon by Council. The SAF Council shall review and act on Fellow nominations at a meeting preceding the annual members meeting.



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Criteria

Professional Members must demonstrate **both** of the following:

1. a strong continuing commitment through direct SAF volunteer activities, and
2. exemplary action, sustained leadership, and advancement of the forestry profession in at least one of the following areas:
 - a. application of forestry,
 - b. education,
 - c. public policy,
 - d. research, or
 - e. technology transfer.

Nomination Packets and Procedures

The District Fellows Committee shall forward all nomination packets it recommends as *best* qualified, from among those candidates it finds qualified, to the respective Council member by April 1 yearly.

Nomination packets must contain all of the following documents:

1. a consent form, signed by the nominee and the District Fellows Committee, to verify the nominee has been informed of and consents to the nomination, and to confirm members of the District Fellows Committee presenting the nomination,
2. three letters of recommendation in support of the Fellow nomination,
3. a completed biographical and professional information form, and
4. a recent 5" x 7" or 3" x 5" photograph of the nominee (electronic photos are acceptable, but must be a minimum of 300 dpi)

Council members shall return incomplete nomination packets to the District Fellows Committee. Nomination packets received after April 1 will be held for the following year. Council members will forward nomination packets to the **Executive Vice-President (by May 1 yearly)** for inclusion in the June Council meeting notebook to allow Council to act on the nominations at its June meeting.

Questions:

Questions pertaining to the Fellows nomination packet may be directed to the respective Council representative (<http://www.safnet.org/members/member-pw/council.cfm?requestedDoc=/members/member-pw/council.cfm>), any member of the District Fellows Committee, or Brittany Brumby at the national office brittany@safnet.org or 240.644.6698