



IAAO

INTERNATIONAL ASSOCIATION
of **ASSESSING OFFICERS**

Valuing the World

Membership Recognition Task Force Manual

(Approved 2021)

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SECTION 1

Introduction

IMPORTANT – IAAO manuals are intended to provide information and guidance. The content of this manual is based upon content in the IAAO bylaws and procedural rules. If there are discrepancies between this manual and the IAAO bylaws and procedural rules, those IAAO governing documents shall prevail. It is the responsibility of the committee or task force to recommend updates to this manual as necessary to ensure its accuracy.

The president and president-elect determine the number of members of each committee and task force, with one member designated as chair for a one-year term. To be eligible for appointment as a committee chair, a member must have met the eligibility criteria listed in the IAAO procedural rules. There may also be a staff liaison and subject matter experts assigned to support the work of the committee as needed.

The chair coordinates the work of each committee. The chair is responsible for directing the members and activities of the committee to ensure that goals and objectives are met.

The responsibilities of the chair are to:

- Determine methods by which the task force charges are met;
- Prepare agendas for meetings and distribute required resources;
- Set expectations for members' contributions and responsibilities;
- Delegate and monitor work assignments;
- Ensure task force work is completed in an efficient and cost-effective manner;
- Recommend task force appointments;
- Ensure that meeting notes are taken and that the minutes are produced;
- Distribute minutes of meetings, and;
- Report to the board of directors as requested.

Task force members work toward the fulfillment of IAAO's objectives by:

- Reviewing all relevant material/background information;
- Completing assignments assigned by the chair;
- Meeting all deadlines, and;
- Participating in all meetings and activities of the task force.

Task forces hold in-person meetings as approved by the president. All expenses for these meetings are paid per IAAO's expense guidelines. In addition, task forces use electronic communication for ongoing collaboration throughout the year.

The Member Recognition Task Force is composed of five regular members (including the chair) and one associate member. The purpose of this task force is to support the mission and commitments of IAAO by soliciting, reviewing, and selecting recipients for IAAO awards that recognize leadership and acknowledge outstanding performance in property tax valuation, property tax administration, and property tax policy.

Members of the task force are not eligible to receive any awards conferred by the task force during their term and, if a task force member's jurisdiction is nominated for an award, that member may not participate in the discussion and voting for that award.

The task force annually:

- Reviews all awards currently in place to determine whether they represent a balanced representation of the roles of IAAO;
- Reviews membership-related goals and objectives in the strategic plan to ensure that they provide increased award opportunities for IAAO members;
- Enlists assistance of IAAO in recognizing outside achievements compatible with the mission and vision of IAAO that may be eligible for awards;
- Actively markets and seeks award nominees for all award categories;
- Recommends the naming of awards that memorialize individuals who have been deceased for more than five years.

All award recipients are honored with a trophy or plaque presented at the awards ceremony during the IAAO annual conference. The names of all award recipients are published in Fair+Equitable, on IAAO's website, and on signage at the IAAO annual conference. IAAO can provide recipients with a press release, photo, and assistance promoting their award to local media. Recipients of the Clifford B. Allen Most Valuable Member Award, the Rosalyn Johnston Award and the Matylda Zurowska Hudak Member of the Year Award receive one complimentary registration for an IAAO conference or seminar in the year following receiving the award. Recipients of the Instructor of Excellence Award and the Professional Development Lifetime Achievement Award receive one complimentary registration to the IAAO annual conference for the year following receiving the award. Recipients may request a one-year extension of complimentary registrations from the executive director for cause. The request must be submitted in writing.

SECTION 2

Timeline

December	Online nomination information updated;
January	Call for nominations in Assessing Info;
February	Author of membership recognition task force article regarding the awards program for <i>Fair+Equitable (F+E)</i> identified;
March	Email blast to all members regarding nominations;
April	Membership recognition task force article published in <i>F+E</i> ;
May 1	Nomination deadline;
June	Membership recognition task force meets to determine recipients;
July	Recipients notified.

SECTION 3

Awards

Nominations must be made by members of IAAO. All supporting documentation must be emailed to iaaoawards@gmail.com, with the subject line containing the award and nominee's name. If the nomination references a website, the task force will consider only those portions of the site they can access. Material submitted can only be entered for nomination in one award category. Only nominations that meet the submission guidelines will be considered eligible for review.

CLIFFORD B. ALLEN MOST VALUABLE MEMBER AWARD

Named after Clifford B. Allen, IAAO's 35th president, this award is presented to a member who has made a significant contribution to IAAO for a period of years by participating in its activities and working toward the realization of the IAAO mission. A nominee must have 10 or more consecutive years of IAAO membership. Previous recipients of this award are not eligible. Criteria considered for the nominee includes, but is not limited to:

- Service in an elected position of IAAO, as a committee member or chair, an IAAO instructor, a speaker at IAAO programs, a grader, an IAAO representative, or advisor;
- Active promotion of IAAO;
- A record of distinguished publications;
- Membership in other assessment and professional organizations, or;
- Service in other public service organizations.

MATYLDA ZUROWSKA HUDAK MEMBER OF THE YEAR AWARD

This award is presented to an IAAO member who has made a significant contribution to the association in the previous calendar year through active participation in its activities and who has made an outstanding contribution to the realization of the IAAO mission in the member's career. Previous recipients of this award are not eligible.

EMERGING PROFESSIONAL AWARD

This award is presented to an IAAO member who has, comparatively early in a career, made a significant contribution to IAAO by demonstrating leadership in the organization, participating in various IAAO activities, assisting other members, and working toward the realization of IAAO's mission. A nominee must have a minimum of two years of IAAO membership, but not more than 10 years. Previous recipients of this award are not eligible. A successful nominee may have involvement with any activities IAAO encompasses. These activities may include, but are not limited to:

- Involvement in an IAAO chapter or affiliate organization;
- IAAO professional designation and/or assisted other members with completing their designations;
- Leadership within a jurisdiction on projects that have improved the assessment

process for the benefit of the taxpayers and general public;

- Publication of articles, newsletters or other communication items that help the industry;
- Participation in technical research related to the assessment profession;
- Service on IAAO committees or other work groups;
- Development of technical tools or solutions to improve the assessment process through improved software applications, new methods of technical analysis, or use of new technology.

IAN W. MCCLUNG GLOBAL AWARD

Named after Ian W. McClung, a Canadian member who served as IAAO's 48th president and was a strong advocate for IAAO's international presence, this award is presented to an IAAO member whose efforts have improved the development of valuation professionals around the world and encouraged the advancement of the assessment community in a global environment. Nominations may be submitted for published articles, activities, and programs presented at an international level. Previous recipients of this award and current IAAO officers are not eligible.

PROFESSIONAL DEVELOPMENT LIFETIME ACHIEVEMENT AWARD

This award is presented to an IAAO member who has demonstrated dedication to the organization and its members through education, instruction, and the professional designation program. The recipient must have spent a significant portion of their career in the assessment administration, appraisal or property tax fields, and distinguished themselves as a recognized leader in the area of professional development at the local, national, or international level. Nominees must have 25 or more years of IAAO membership and served IAAO for 15 or more years through committee work in the professional development areas, as an instructor, course coordinator, curriculum developer or reviewer, demonstration appraisal grader, or professional designation advisor. Previous recipients of this award are not eligible.

INSTRUCTOR OF EXCELLENCE AWARD

This award is presented to an IAAO instructor who has gone beyond basic textbook instruction and motivated students to learn professional skills that will positively influence their careers. The instructor will have made significant contributions toward promoting the IAAO educational program and demonstrated involvement with IAAO at the state, regional and national levels. Current IAAO instructors are eligible for nomination.

VERNE W. POTTORFF, CAE, PROFESSIONAL DESIGNEE OF THE YEAR AWARD

Named after Verne W. Pottorff, CAE, a past IAAO board member who championed designations, this award is presented to the IAAO designee who has most effectively promoted the interests and mission of the IAAO professional designation program.

Contributions may have been in the area of enrolling, advising and encouraging candidates; developing programs to assist candidates; and in other ways promoting the goals of the program.

KENNETH J. MCCARREN AWARD

Named after Kenneth J. McCarren, IAAO's second president, this award is presented to the IAAO member who has recruited the highest number of new IAAO members during the current award year.

STACEY FORD AWARD

Named after Stacey Ford, a former IAAO membership manager who was a great booster and supporter of IAAO programs and outreach, this award recognizes the "IAAO Representative of the Year" who has made an outstanding effort to promote IAAO during the award period. The award recipient is determined by rep points earned for all reported activities and achievements. Currently serving IAAO representatives are eligible for this award.

HARRY GALKIN AWARD

Named after Harry Galkin, a long-time associate member, this award is presented to the IAAO associate member whose contributions during the past year(s) have been so worthwhile as to deserve recognition. Contributions may have been in the area of writing or speaking on equalization, assessment, assessment administration, or taxation. The individual also may have distinguished themselves by advancing the IAAO mission through fundraising or the contribution of time, effort, talent, and resources.

Only IAAO associate members are eligible for this award.

JURISDICTION/CHAPTER/AFFILIATE AWARDS

Distinguished Assessment Jurisdiction Award

This award is presented to a national, state/provincial, regional, or local assessment agency that has instituted a technical, procedural, or administrative program which is an improvement over prior programs in that jurisdiction. The program is generally recognized as a component of a model assessment system and a contributing factor to equity in property taxation. Agencies that have implemented such a program in the two years prior to nomination with successful results are eligible for nomination.

Jurisdictions of all sizes are encouraged to submit nominations.

Public Information Program Award

This award is presented to an assessment jurisdiction that has developed and implemented an effective system for distributing information to taxpayers and other stakeholders. Government assessment or revenue agencies that have implemented such a program in the two years prior to nomination with successful results are eligible for nomination. Jurisdictions of all sizes, especially those with high quality websites and social media resources, are encouraged to submit nominations.

Outstanding Chapter/Affiliate Award

This award is presented to an IAAO chapter or affiliate organization that has made an outstanding contribution to the realization of the IAAO mission through educational events, member programs, or other distinguishing activities. IAAO chapters or affiliates that are in compliance with current IAAO governing documents are eligible for nomination.

WRITTEN COMMUNICATION AWARDS

Bernard L. Barnard Outstanding Technical Essay Award

Named after Dr. Bernard L. Barnard, a former IAAO director of research, this award is presented to the author(s) of an outstanding article or essay on technical innovations in assessment or property tax administration. All articles published in IAAO periodicals and IAAO joint publications are automatically eligible provided the author or at least one of multiple authors is an IAAO member. Unpublished essays or articles published in non-IAAO periodicals or books in the previous year may also be nominated if the author or at least one of multiple authors is an IAAO member.

John C. Donehoo Essay Award

Named after John C. Donehoo, IAAO's first president, this award is presented to the author(s) of an outstanding nontechnical essay on assessment, property tax administration, or tax policy. All articles published in IAAO periodicals and IAAO joint publications are automatically eligible provided the author or at least one of multiple authors is an IAAO member. Unpublished essays or articles published in non-IAAO periodicals or books in the previous year may also be nominated if the author or at least one of multiple authors is an IAAO member and if the essay can be published in *Fair + Equitable*.

John A. Zangerle Award

Named after John A. Zangerle, IAAO's third president, this award is presented to an outstanding publication produced by an assessors' association, IAAO chapter, or other similar organization. All publications submitted as nominees must promote the IAAO mission. Any periodical devoted wholly to the concerns of assessors is eligible for nomination.

ACHIEVEMENT AWARDS

James A. Howze, CAE, Distinguished Research and Development Award

Named after James "Jimmy" A. Howze, CAE, a visionary and one of the earliest developers of computer-assisted mass appraisal, this award is presented to a nonprofit organization, education agency, private-sector firm, public agency, or individual(s) for original research in property assessment, taxation, or mass appraisal techniques. Any of the above-described organizations or an individual who has provided unique assistance to the valuation profession may be eligible for nomination.

Rosalyn Johnston Award

Named after Rosalyn Johnston for her years of service and dedication to IAAO, this award is presented to a person, regardless of membership type or status, who has contributed to fundraising and other public relations activities of IAAO over the years. The award recognizes those who have advanced the IAAO mission through the contribution of time, effort, talent, and resources.

Virginia Cup

In 1990, the Virginia Association of Assessing Officers challenged other states and provinces to increase the number of people who have earned an IAAO professional designation. The goal of this challenge is ultimately to increase professionalism in the assessing field. The symbol of this achievement is the Virginia Cup which is awarded annually to the state or province with the greatest number of new designees during the award period.

SECTION 4

Task Force Records

NEED LINKS

- Annual brochure for the solicitation of award nominations;
- Nomination form;
- Award evaluation form.

ABOUT IAAO

The International Association of Assessing Officers, formerly the National Association of Assessing Officers, was founded for the purpose of establishing standards for assessment personnel. IAAO is a professional membership organization of government assessment officials and others interested in the administration of the property tax. Over the years IAAO members have developed assessment practice and administration standards and many of these standards have been adopted by state and international oversight agencies, and some have been incorporated into legislation.

IAAO continues at the forefront of assessment in North America and has been expanding its reach to the global community for the last five decades. Because standards form the rules by which North American assessors perform their duties, they may not be directly applicable to an overseas audience. The standards have been updated to also present the broad principles upon which the rules are based. IAAO believes those principles may be adapted to many differing statutory and regulatory scenarios worldwide.