



Affiliate Service Award Guidelines

Award Description:

Sharing their time, expertise and commitment, TESL Ontario affiliate volunteers make it possible for our members to connect in their local communities.

TESL Ontario and its affiliates are introducing the Affiliate Service Award to publically acknowledge the vital contributions of the volunteers who are instrumental in the success of their local TESL Ontario affiliate.

Nominee Overview:

The nominee should be someone – executive committee member or any other affiliate member- who has been an active, long-standing volunteer in the affiliate and has consistently contributed their time and energy to ensure the efficient functioning and/or success of the TESL Hamilton-Wentworth affiliate and its activities.

Nominee Qualifications:

The nominee for the Affiliate Service Award will have:

- demonstrated long-standing (i.e. at least 5 years), continuous and consistent volunteering in the affiliate
- contributed freely of their time and energy, time and time again, to mentor and help other affiliate members
- contributed valuable skills and expertise to the success and efficient functioning of the affiliate over a long period of time
- had an impact in the community through their long-standing work in the affiliate and have been instrumental in raising the profile of the affiliate and/or ESL teaching in the community
- made an outstanding and noteworthy single contribution (i.e. financial or otherwise) to the affiliate in the past year

Nomination Process:

How can you nominate a deserving individual for the TESL Hamilton-Wentworth Affiliate Service Award?

To nominate someone for the Affiliate Service Award (normally ONE PER YEAR) please follow these steps:

- Download the TESL Hamilton-Wentworth Service Award Nomination Form found on our website (<http://www.teslhw.org/>)
- Complete all information, then sign and date the form. Remember that you must have the two seconders also complete and sign the form.
 - ***PLEASE NOTE: Incomplete forms (i.e. missing information, signatures etc.) will be discarded without notifying the nominator.***
- ***Please submit the completed form electronically (as a PDF file)*** to the Nomination Committee, TESL Hamilton-Wentworth (teslhamilton@yahoo.ca) ***by January 10.***
- The Nomination Committee will assess the nominations received, and if there is more than one candidate, the Executive Committee as a whole will have a secret vote to determine the successful candidate.
- The President of the Hamilton-Wentworth Affiliate, together with the Chair of the Nomination Committee will inform the successful candidate by email. This information will then be announced to the membership on our website and in the next affiliate Newsletter. The Affiliate Service Award will normally be awarded at the TESL Hamilton-Wentworth AGM.

Conflict of Interest:

- Family members of the Service Award Nominee cannot make or second a Nomination.
- Executive Committee members who have submitted a Nomination form or seconded a nominee will be asked to recuse themselves if a vote is necessary to determine the successful candidate.

***** Award recipients' names and biographies may be posted on the TESL Ontario and/or TESL Hamilton-Wentworth websites, as well as in TESL Ontario publications where appropriate.***



Affiliate Service Award Nomination Evaluation

Guiding principles:

At TESL Hamilton-Wentworth, all individuals responsible for voting on Affiliate Service Award nominations are held to the highest standards of fairness, accuracy and integrity, with the clear expectation that all nominations are to be treated equally.

Impartiality:

TESL Hamilton-Wentworth will make every effort to avoid conflicts of interest in the voting process. In the event that a vote is required in a situation of multiple nominations, any individuals who may have submitted a nomination or seconded a nomination will remove themselves from the voting process.

Nomination Evaluation and Voting:

- A Nomination Committee will be formed with the express purpose of reviewing any nominations that are received.
- The Nomination Committee will assess each nomination to ensure that the nomination meets all of the award requirements.
- In the event of multiple eligible nominations, the TESL Hamilton-Wentworth Executive Committee will cast a secret vote to determine the recipient of the award.

Conflict of Interest:

Any individuals involved with the assessment process of the nominations must declare a conflict of interest if they were at all involved with the submission of the nomination or if they seconded the nomination.

Family members of Affiliate Service Award Nominee cannot make or second a nomination.