



# Affiliate Service Award Guidelines

## **Award Description:**

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

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

## **Nominee Overview:**

Nominees for this award are members of TESL Kingston who have demonstrated outstanding service and commitment to the work of the TESL Kingston affiliate, by contributing freely of their time and expertise according to their individual skills and talents.

## **Nomination Process**

The president will ensure that the membership is aware of the existence of the award in her September letter to the membership. Three months before the AGM, the president will send out a reminder letter to the membership and invite nominations for the award to be sent to the website email [teslinfo@yahoo.ca](mailto:teslinfo@yahoo.ca) by a designated date (at least one month before the AGM). Nominations should include the name of the nominator, the nominee and a written paragraph explaining why the nominee is believed to be worthy of the recognition.

At the last Affiliate Executive meeting before the AGM, the webmaster will present the nominations she has received to the whole Affiliate Executive and the Affiliate Executive will vote for a winner by secret ballot. The webmaster and the secretary will count the ballots and announce the name of the winner. Should the successful candidate not be present, she will be notified by phone or email prior to the presentation of the award at the AGM.

In the event that no nominations have been submitted online by the due date, the Affiliate Executive will conduct an election at the last meeting before the AGM, nominating candidates

and verbally explaining their reasons. The Affiliate Executive will then vote by secret ballot for the person who they believe has demonstrated the most outstanding commitment and service to the work of the affiliate.

The award will be presented to the successful candidate at the Annual General Meeting.

Only one award will be issued per year.

N.B. Nominations from the membership that are incomplete and do not include a written paragraph explaining why the nominee should be considered, will not be considered in the vote. If in any given year, there are no nominations from the membership or the Affiliate Executive, the award will not be given out that year.

**Conflict of Interest:**

Nominations may not be submitted by family members.

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



# Affiliate Service Award Nomination Evaluation

## **Guiding principles:**

The elected TESL Kingston Affiliate Executive members who will be responsible for deciding the recipient of the award will be held to the highest standards of fairness, accuracy and integrity, with the clear expectation that all nominations are to be treated equally.

## **Impartiality:**

Every effort will be made to ensure that Affiliate Executive members are impartial as they review the nominations and vote upon the recipient. It is expected that Affiliate Executive members will declare a conflict of interest and abstain from participating in the process if they are related or too closely acquainted with the nominee.

## **Nomination Evaluation and Voting:**

All the TESL Kingston Affiliate Executive members will review and evaluate all the nominations in a discussion of the merits of the nominees' contributions in terms of their service and commitment to the work of the affiliate, the length of time they have been involved with the affiliate, and the amount of time and expertise they have contributed. The vote shall be carried out by secret ballot.

## **Conflict of Interest:**

It is expected that an Affiliate Executive member will immediately declare a conflict of interest during the review of the nominations if they are related or too closely acquainted with a nominee personally or professionally.

Nominations may not be submitted by family members.