



# 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:**

Nominee must have demonstrated their commitment to **TESL PHE** in a volunteer capacity in a manner that has displayed exceptional dedication, provided valued and/or essential skills and has had a positive influence in the **TESL PHE** volunteer community over a period of at least 2 years.

## **Nominee Qualifications:**

- Nominees must have been active volunteers with TESL PHE for a minimum of 2 consecutive years.
- Nominees must have shown capable and effective volunteer activity through the consistent contribution of valuable skills, expertise and commitment over the volunteer time frame.
- Nominees must have been congenial and displayed a positive influence and dedication throughout their term.

## **Nomination Process:**

- Affiliate Executive members will send the president their nominee suggestions
- A nomination committee (comprised of the president, the past president and the president elect) will screen candidates to ensure they have fulfilled the necessary criteria, and select **ONE** nominee to present to the Affiliate Executive.

- The TESL PHE Affiliate Executive will vote by secret ballot to confirm the final selection.
- The successful candidate will be notified by the affiliate.
- The successful candidate will be presented with the Affiliate Service Award at the TESL Peel/Halton/Etobicoke AGM.

**Conflict of Interest:**

Please note that the Nomination cannot be provided by family members.

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



# Affiliate Service Award Nomination Evaluation

## **Guiding principles:**

At TESL PHE, all Affiliate Service Award nomination committee members 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 PHE will make every effort to avoid conflicts of interest in the judging process. We assign a nomination committee comprised of 3 individuals to review each nomination. It is expected that a nomination committee member declare a conflict of interest and follow the conflict of interest procedure if they are closely acquainted with the nominee. This conflict of interest procedure requires that the nominee in question be judged by an alternate judge.

## **Nomination Evaluation and Voting:**

- All nominations will be first screened to ensure they meet all of the nomination qualifications before being presented for final consideration.
- A nomination committee (comprising of the president, the past president and the president elect) will do this screening.
- Nominees will be evaluated using a scoring system up to 10 points, with points given for length, quality, commitment and consistency of service to the Affiliate.
- The nomination committee will present the highest scoring nominee to the Affiliate Executive, which will confirm the award recipient through a secret ballot vote.

## **Conflict of Interest:**

It is expected that a nomination committee member immediately declare a conflict of interest if they are closely acquainted with the nominee personally or professionally.