



# 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:**

Nominees must be a member of TESL Windsor Affiliate in good standing, either new or long standing, and may serve on the TESL Windsor Executive. The nominee should be a member who has made a recognizable contribution in the form of consistent support, dedication and commitment to the affiliate, and has freely given of their time and energy or a member who has made some noteworthy special contribution to the affiliate.

## **Nominee Qualifications:**

To be considered for The Affiliate Service Award the nominee must be a member of TESL Ontario (Windsor) in good standing and should have:

- made a recognizable contribution in the form of consistent support, dedication, and commitment to the affiliate
- or, made some noteworthy special contribution to the affiliate
- and, freely given of their time and energy for these efforts

## **Nomination Process:**

1. Affiliate members will be sent an e-mail notifying them of the Affiliate Service Award with an overview of its purpose and process for nominating someone.

2. Nominations will be sent by e-mail to a designated Awards Committee e-mail address posted on the Affiliate website and must include :
  - a. the nominator's name, e-mail address, home address, and phone number
  - b. the nominee's name, email address, home address, and phone number
  - c. confirmation that both are TESL Ontario (Windsor) members
  - d. an explanation of why they believe the nominee is deserving of the award; stating the contributions they believe the nominee has made to the TESL Windsor Affiliate
  - e. the nominee's relationship to the nominator
3. Each member can only nominate one member.
4. Nominations must be received by the Awards Committee by a designated deadline to be considered.
5. Incomplete nominations will be notified by e-mail or phone by the Awards Officer and must be resubmitted by the designated deadline to be further considered for the award.
6. Only one award will be issued each year.
7. A list of qualifying nominees will be screened by the Award's Officer for eligibility and presented to the Award's Committee for voting.
8. Each of the three Award's Committee members will have one vote.
9. The nominee with the most votes is the successful candidate.
10. If there is a tie vote the nominees who are tied will be forwarded to the Affiliate Executive for voting. The nominee with the most votes will be the successful candidate.
11. Each Executive member will have one vote by secret ballot.
12. Another tie would be decided by a draw.
13. Successful candidate will be notified by mail and e-mail.

**Conflict of Interest:**

Members are free to nominate anyone, other than a family member, that they think/feel are deserving of recognition for their contributions to the affiliate.

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



# Affiliate Service Award Nomination Evaluation

## **Guiding principles:**

An Award's Officer and Award's Committee will be chosen from Affiliate Executive Members or Affiliate Members, consisting of 3 members who will be responsible for receiving, screening, recording, and deciding on the successful recipient of the Affiliate Service Award. The Award's Officer will collect, screen, and report results to Award's Committee for final approval, consideration, and voting. The Award's Committee agrees to consider each nominee equally, fairly, and with professional integrity.

## **Impartiality:**

The nominees are judged by the Award's Committee whose members are expected to declare any conflict of interest, if deemed fitting by them, whereby an alternate member would be assigned. Members are expected to vote for the nominees based strictly on their perception of the memberships' degree of support and recognition for the nominee's contribution to the betterment of the Affiliate.

## **Nomination Evaluation and Judging:**

After being screened to ensure nominees meet all the criteria set out in the Nominee Qualifications by the closing date, the Award's Officer presents the nominee applications to the Award's Committee.

The Award's Committee will then review the applications and vote by secret ballot after considering and evaluating the number of nominations and merit of the reasons given for the nomination for each nominee. Nominees will be presented to the Affiliate Executive for a secret ballot vote if there is a tie. If there is still a tie there will be a draw to decide.

When voting, consideration will be given to the number of nominations and identified contributions by the membership for each nominee which will be deemed to reflect the degree of support or recognition of any particular nominee.

Consideration will also be given to the merit of the reasons for the nomination and the degree to which they have positively contributed to the enhancement of the Affiliate. A nominee with more than one nomination and with more than one contribution would be considered to have a greater degree of contribution than a nominee with only one nomination and one recognized contribution. However the nature and importance of the contribution should also be taken into consideration when voting.

**Conflict of Interest:**

It is expected that an Award's Committee member or any Affiliate Executive member who is voting will declare a conflict of interest if they believe they will be biased based on their personal or professional relationship with the nominee. If a conflict of interest is declared an alternative member will be chosen or an Executive member will decline to vote.