

Awards Committee Policy and Procedures

Date February 2016

Formation of Awards Committee

1. Each year the National Board Liaison is responsible for choosing a 3-5 member Awards Committee, one of whom will be the Committee Chair. The Committee agrees to be responsible for the Harold Taylor Award and Ambassador Award selection process. The Committee is to be formed from a regional cross-section of POC members. In the event there are fewer than three (3) members in a given year the committee should be disbanded for that year. Every effort will be made to form a committee before the decision is made to disband.
 2. Committee members must agree to:
 - Abstain from nominating any candidate(s).
 - Remove themselves from the nominations process
 - Maintain strict confidentiality regarding the deliberations
 3. Every attempt will be made to ensure the committee members include the following:
 - At least one senior POC member (>5 years)
 - At least one past Harold Taylor Award recipient and/or Ambassador Award recipient
 - At least one new POC member (<2 years)
 - A broad geographic representation of POC members
 4. One committee member is encouraged to step up to chair the committee in the following year in order to provide continuity.
- The National Board Liaison continues to liaise between the National Board, Awards Committee, and National Conference Committee throughout the process. They are not involved in the selection process of the award winners.

Responsibilities and Obligations of the Awards Committee

1. Maintain strict confidentiality
 - The Awards Committee must ensure that confidentiality is strictly maintained regarding the nominating process;
 - Only the current Awards Committee and the Association Management Company will have access to the awards surveys results/database

- With the exception of the Committee Chair, who is responsible for ensuring meeting Minutes are archived, Committee members are asked to delete all information, files, and emails once the nominations are complete. To maintain confidentiality there must be no discussion about the nominees, the ballots, or the committee discussion before or after the awards ceremony;
- Minutes will be taken at each meeting and will be forwarded for confidential archiving by *POC's Management Company Associations First* to be accessed if needed.
- The successful candidates will NOT be notified in advance that they have been chosen, with one exception (see below). The award recipients' names must not be revealed to anyone else inside or outside POC with the exception of the company engraving the awards and the previous year's Harold Taylor or Ambassador Award winner, or alternate if necessary, who will be contacted to give the award presentation speech for the current year;
- The committee will prepare a "short list" of the top three candidates for each award, whenever possible. These candidates will be notified that they have been short-listed and asked whether they will be in attendance at conference. If insufficient nominations are received for a short list, the committee will contact the conference chair for permission to review the list of conference attendees to ensure that the award recipient is planning to attend the ceremony. The confidentiality of the winners' names must be maintained;
- If a winner is not able to attend conference, they will be told that they have been given the award in advance so they can provide a video of their acceptance speech for presentation at conference, or appoint someone to accept the award on their behalf. They will be asked to maintain strict confidentiality around their early acceptance.

2. Adhere to the following tasks and timeline:

- November/December
 - The Committee Chair contacts committee members to ask who is willing to sit on the committee for the following year.
 - Ask for a volunteer to chair next year's committee.
 - Place ad in POC Talk to request Awards Committee volunteers, as needed.
- April/May/June
 - Set up meeting via web or teleconference with Awards Committee to initiate new members and plan for the year.
 - Edit surveys to change dates and committee members' names, and

- forward to management company.
 - Post request for nominations via POC Talk and POC POST in April, May, and June. Include background information of awards and update information to include last year's winners. Provide a link to the survey questions.
 - The names of the committee members will be published in POC Talk when the survey is issued.
 - Use social media to encourage nominations by selecting a committee member to compose posts, and liaise with appropriate parties on the National Board/Conference Board.
- June 30
 - Deadline for nominations submissions. The Awards Committee may choose to extend the deadline for nominations to encourage more participation.
- Early July
 - Management Company receives all ballots and submits information to Committee Chair.
- Mid July/August
 - Committee Chair forwards nomination information to all committee members to review survey results individually prior to convening with committee.
- August/September
 - Committee meetings to select recipient.
 - Contact previous year's awards winners, or delegates, to request they prepare and present a speech at conference for the current year's winners.
 - Contact the head of the Conference Committee to ensure sufficient time has been allotted during either Opening Ceremonies or the AGM luncheon to present the nominee certificates, and also at the awards dinner to make the presentation and speeches.
 - If necessary, the committee will contact the conference chair for permission to review the list of conference attendees to ensure that the award recipient is planning to attend the ceremony.
- September/October
 - In order to increase anticipation and raise the profile of the award, the finalist nominees will be announced in POC Talk and on the website. This is to be done before conference registration closes so nominees can decide to attend if they have not already.
 - Once winners are selected, order awards immediately.
 - Request the Harold Taylor Award crystal Inukshuk for Professional Organizers

in Canada from: The Willerton Group Inc., 505 Hood Road, Unit 9, Markham, ON, Phone: 905-474-9818, Fax: 905-474-9454

- Engraving must read: “In recognition of outstanding contribution to the organizing profession and Professional Organizers in Canada.” Also engraved will be the date the presentation is to be made along with the name of the recipient. Note that the recipient’s company name is not included on the engraving. Allow 14 – 21 days for delivery to the Toronto area
 - Request the Ambassador Award crystal Maple Leaf for Professional Organizers in Canada from: Able Recognition, #A-1609 Bowen Rd. Nanaimo, BC V9S 1G5, Phone: 250-753-4444, Toll Free: 1-866-313-2253, Fax: 1-866-229-4755
 - Engraving must read: “In recognition of your commitment to helping others, and for representing POC in your community to the highest standards.” Also engraved will be the year the presentation is to be made along with the name of the recipient. Note that the recipient’s company name is not included on the engraving. Allow 14 -21 days for delivery to the Toronto area
 - Nominated persons will also be promoted in the conference booklet, and at the Gala dinner.
 - Ask management company to prepare nominee recognition certificates for presentation at either the Conference Opening Ceremonies or AGM luncheon.
 - Request pictures and bios (no longer than 250 words) from nominees for POC Talk and Conference.
 - In the event that the winner will not be present, arrangements should be made to provide a videotaped acceptance speech that can be viewed during the awards dinner.
 - Enlist committee members to present nominee recognition certificates.
 - A member of the committee will prepare an introductory speech about the history and the importance of The Ambassador Award and The Harold Taylor Award and personally recognize Harold Taylor if he is present at the conference. The speech will introduce the previous year’s winners to present the current year’s awards. All previous awards winners should be recognized.
 - It is up to the previous winners to discreetly gather biographical information to use to present the award to the winner.
- October/November at conference
 - Confirm timelines for awards programming with the Conference Chair.
 - Nominee recognition certificates to be presented to nominees at either the Conference Opening Ceremonies or the AGM luncheon.
 - Awards will be presented at the gala dinner at Conference.
 - Arrange for the award winners to be announced in POC Talk.

3. Committee Chair is responsible to oversee and coordinate the following duties:

- Uphold timeline tasks and schedule.
- Confirm committee communications and meetings.
- Liaise with the National Board Awards Committee Liaison.
- Ensure that the finalist nominees have adhered to the Code of Ethics via communication with the Ethics Committee
- Ensure process is confidential.
- Ensure meeting minutes are recorded.
- The Committee Chair must maintain Awards Committee records including all meeting minutes to be passed on to the Chair of the subsequent committee. This committee falls under the responsibility of the National Board Awards Committee Liaison who should be provided with updated copies of these documents. The Association management company should receive these copies for archival purposes as well.
- Delegate any tasks to committee members, as needed.