



## Awards Policy and Procedures

**Date** February 2016

**Revised:** February 2020

**Description** This section describes the process for nominating members for POC's awards and for selecting award recipients.

**Policy** Only POC members in good standing are eligible to be nominated for any award. **Harold Taylor Award** nominations are made by other POC members. **Ambassador Award** nominations may be made by members of the public or POC members. The **President's Award** recipient is chosen by the president.

- Previous award recipients are eligible to win in subsequent years if their achievements during the award period merit re-nomination. Preference will be given to individuals who have not won before, but when there is clearly not a more deserving nominee, the committee may choose to give the award to a previous recipient.
- There is no limit to the number of times a member may be nominated over the years.
- In the event of a tie the committee may name more than one winner.
- If the committee determines that no qualified member has been nominated, the award in question will not be presented.
- Posthumous awards are allowed.
- Nominees who have violated POC's Code of Ethics will be disqualified.

### **Procedure**

All awards are presented at the annual conference.

### **Formation of Awards Committee**

Each year the nominating committee is responsible for naming a 3-5 member awards committee, one of whom will be the committee chair. The committee is responsible for the Harold Taylor Award and Ambassador Award selection process. 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.



Committee members must agree to:

- Abstain from nominating any candidate(s);
- Remove themselves from the nominations process; and
- Maintain strict confidentiality regarding the deliberations.

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 award recipient
- At least one new POC member (<2 years)
- A broad geographic representation of POC members

One committee member is encouraged to volunteer to chair the committee in the following year in order to provide continuity.

- The national board appoints a director to serve as a liaison between the national board, awards committee, and national conference committee throughout the process. The liaison is not involved in the selection process of the award winners.

### **Responsibilities and Obligations of the Awards Committee**

- The awards committee must ensure that confidentiality is strictly maintained regarding the nominating process. Only the current awards committee and the association management company (AMC) will have access to the awards surveys results.
- Minutes will be taken at each meeting and will be forwarded for confidential archiving by the AMC. Committee members are asked to delete all information, files, and emails once the selection process is complete and the minutes archived.
- There must be no discussion about the nominees, the ballots, or committee work before or after the awards ceremony.
- 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 list of up to three finalists for each award, if possible. These candidates will be notified that they have been short-listed and asked whether they will be in attendance at conference. If insufficient appropriate nominations are received for a short list, the committee may obtain the nomination surveys from previous years from the ED, and choose additional finalists from among those names.
- If a recipient is not able to attend conference, they will be told in advance that they will be receiving the award, so that 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.

Duties of the committee chair include:

- Upholding timeline tasks and schedule. See Appendix 1
- Scheduling committee meetings.
- Liaising with the awards committee liaison.
- Ensuring that the finalists have adhered to the Code of Ethics via communication with the ED
- Ensuring meeting minutes are recorded and archived with AMC.

## Harold Taylor Award

During the first annual POC conference in 2001, the board of directors of POC announced the inception of the Harold Taylor Award. This award recognizes outstanding contribution to the organizing industry and to Professional Organizers in Canada.

The Harold Taylor Award winner receives an Inukshuk sculpture created by artist R. Ellsworth. The Inukshuk is a monument created in the human image, which is erected in groups by the Inuit in Arctic regions. It serves as a guide to give direction, to show the way, and to say “I was” or “we were” here. The handcrafted replica is unique, as no moulds are used. Each component is randomly selected, and then the sculpture is erected piece by piece, just as the larger life version would be. This process ensures that each sculpture has its own identity.

### Eligibility Criteria

- Association support – active, consistent membership and involvement at both chapter and national levels.
- Available as a general resource to other POC members (answers questions, provides



- resources such as recommendations of tradespeople, recycling information, etc.)
- Develops and maintains mentoring relationships with other POC members at no charge.
  - Visible and professional company profile (i.e., website, social media, print media where applicable).
  - Media/publicity that brings positive attention to POC, and educates the public about the industry
  - Specific examples of how they have furthered the mission of POC.
  - Minimum 2 years of POC membership.
  - Adherence to the Code of Ethics.

A nomination survey template is kept by AMC. It will be updated annually by the committee and sent out by the AMC.

Analyzing the survey results:

- Confirm that each nominee has been a member for at least 2 years and has not violated the Code of Ethics.
- Nominees may be informed that they have been nominated and asked to provide further information regarding their service.
- The awards committee will do further research via Google searches, nominee websites, etc.
- Nominees may be considered for an award other than that for which they were nominated, if the awards committee considers the nominee more suited to a different award.
- 1 point will be awarded for each accomplishment indicated by the nominator with consideration given to the overall body of work, and how they have furthered the mission of POC.
- Consideration will be given to the amount of national media exposure, specifically as it relates to bringing positive attention to POC, educating the public about the industry, and furthering the mission of POC.
- Did they complete their term of office?
- Extra points will be awarded for each additional nomination.
  - Did all nominations for that candidate come from within their own chapter, or have they also made an impact on a national scale?



## **Ambassador Award**

### **Description**

The Ambassador Award was created to honour a POC member who supports and mentors other organizers, who is actively involved with their chapter, and makes an outstanding contribution to their local community through volunteer work in any capacity.

The Ambassador Award winner will receive a glass Maple Leaf trophy.

### **Eligibility Criteria**

- The nominee is actively involved in their chapter (i.e., supports and mentors other POC members, has served on the executive, attends meetings, etc.);
- The nominee actively volunteers in their community.

A nomination survey template is kept by AMC. It will be updated annually by the committee and sent out by the AMC.

### **Analyzing the survey results:**

- Confirm that each nominee has been a member for at least 2 years and has not violated the Code of Ethics.
- Nominees may be informed that they have been nominated and asked to provide further information regarding their service.
- The awards committee will do further research via Google searches, nominee websites, etc.
- Nominees may be considered for an award other than that for which they were nominated, if the awards committee considers the nominee more suited to a different award.
- 1 point will be awarded for each accomplishment indicated by the nominator with consideration given to the overall body of volunteerism and service.
- Extra points will be awarded for each additional nomination.
- What roles has the nominee filled with their chapter (i.e., served on executive, etc.)?
- How is the nominee actively involved in their chapter (i.e., supports and mentors other POC members, attends meetings, etc.)
- How does the nominee volunteer within their local community?



## **PRESIDENT'S AWARD**

### **Description**

The President's Award is presented to a member who has made an outstanding contribution to POC and/or the organizing industry not described under other award categories. The POC president chooses the recipient.

### **Procedure**

The award is given at the president's discretion, and may not be presented every year. The award will consist of a certificate of recognition, as well a gift component up to the approximate value of a one-year membership in POC.

#### Timeline:

- The president will inform the board (with the exception of the proposed recipient, if applicable) that they would like to give the award, and provide the board with relevant information by September 30.
- Board members will provide feedback in a timely way.
- Once approved, the president will provide the text for the certificate to the association management company not later than October 15, to be prepared for presentation at conference.
- The gift component of the award will be determined by the president.
- After conference, the president or designate will prepare an article regarding the recipient of the award for inclusion in POC Talk and on the website.



## APPENDIX 1: AWARDS TIMELINE

The awards committee will 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.
      - 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.
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- 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.
    - Awards will be presented at the gala dinner at Conference.
    - Arrange for the award winners to be announced in POC Talk.