

Section Heading:
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.
5. 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.

Nomination Policy

- **Harold Taylor Award:** Only POC members, in good standing, are eligible to be nominated by other POC members in good standing.
- **Ambassador Award:** Only POC members, in good standing, are eligible to be nominated by any community member or POC member

Both Awards:

- Previous award recipients are eligible to win in subsequent years if their achievements, during the award period, merit attention. Preference will be given to individuals who have not won before, but when there is clearly a no 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.
- A tie may be permitted, resulting in more than one winner in a given year.
- The Committee is given authorization to determine that no qualified member has been recognized and therefore there is no winner.
- Posthumous awards are allowed.
- Collection of Data: a survey is prepared with questions that are specific to each award and encourages nominators to provide sufficient detail in their submissions to make it possible for the Awards Committee to assess the nominees. Only the current Awards Committee and the Association Management Company will have access to the survey results.

Harold Taylor Award Description

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 the outstanding contribution of a POC member, in good standing, to the organizing industry and to Professional Organizers in Canada.

Award 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: *“To develop professional organizing through creating awareness of the industry amongst the public and to provide our members with support by giving them the access to the tools, training, and resources to build their own businesses.”*
- Minimum 2 years of POC membership
- Adherence to the Code of

Ethics

Nomination Survey Questions contain:

- Name of Nominee
- Person making the nomination
- What year did the nominee join POC?
- Are they a Silver or Gold Leaf member?
- POC board involvement? Chapter, national, committees?
- Positions held?
- Distinguished accomplishments: During the past calendar year? During their POC history?
- Did they mentor other POC members at no charge?
- Did they act as a resource for other POC members?
- Comments section: In 200 words or less explain why they deserve to win the HTA.

Committee Criteria for Analyzing the Survey Results

- Are there any issues regarding ethics?
- To gather as much information as possible on nominees, nominees will be informed via email that they have been nominated for the award. They will be asked to complete the form to provide further information regarding their service with POC.
- Awards Committee will do further research via Google searches, nominee websites, etc. Nominees will only be considered for the category of award for which they were nominated.
- 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.
- Furthermore, 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.
- Extra points will be awarded for each additional nomination.
- Is the candidate popular within their own chapter, or have they also made an impact on a national scale?
- Did they complete their term of office?

The Harold Taylor Award winner will receive an Inukshuk (in-uk-shook) 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. The Inukshuk serves as a guide to give direction, to show the way, and to say “I was” or “we were” here. The handcrafted replication 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.

AMBASSADOR AWARD Description

The POC Ambassador Award was created to honour a POC member who supports and mentors other organizers, who is actively involved with his or her chapter, and makes an outstanding contribution to their local community through volunteer work in any capacity. Chapter members and members of the local community may nominate POC members who have made outstanding contributions in these areas.

Award Eligibility Criteria

- The nominee is a POC member in good standing
- The nominee is actively involved in their chapter (i.e., supports and mentors other POC members, attends meetings, etc.).
- The nominee currently, or has in the past, volunteered in their POC chapter (i.e., served on executive, completed assigned tasks, etc.).
- The nominee actively volunteers in their community;

Nomination Survey Questions shall contain:

- Name, city, and email address of nominator/Is the nominator a POC member or from the community; if POC member to which chapter do they belong?
 - Name, Company name, POC Chapter of nominee
 - Describe how nominator knows nominee and for what length of time
 - Specific ways in which the nominee is actively involved in their chapter (i.e., supports and mentors other POC members, attends meetings, etc.)
 - Specific ways in which the nominee currently, or has in the past, volunteered in their POC chapter (i.e., served on executive, completed assigned tasks, etc.)
 - Specific ways in which the nominee actively volunteers in his or her local community
- Committee criteria for Analyzing the Survey Results
- Are there any issues regarding ethics?
 - To gather as much information as possible on nominees, nominees will be informed via email that they have been nominated for the award. They will be asked to complete the form to provide further information regarding their service with POC and in their local community.
 - Awards Committee will do further research via Google searches, nominee websites, etc.
 - Nominees will only be considered for the category of award for which they were nominated.
 - 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.
 - How does the nominee volunteer within their chapter (i.e., served on executive, completed assigned tasks, 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 actively volunteer within their local community?
 - The Ambassador Award winner will receive a crystal Maple Leaf.

PRESIDENTS AWARD DESCRIPTION

The President's Award is presented to an individual who has made an outstanding contribution to POC or the organizing industry not described under other award categories. The POC board President chooses the recipient. If there is a recipient, this award is presented at conference.

PROCEDURE

The POC board President selects the Special Award recipient based on the following criteria:

1. The recipient is a POC general member;
2. The recipient has made an outstanding/special contribution to POC;
3. The recipient does not qualify to receive an award under any other award categories.

The award may not be presented every year as it is at the President's discretion. The award may be given a specific name related to the honour itself. The award will consist of a certificate of recognition, customized to the contribution of the recipient, as well a gift component up to the approximate value of a one-year membership in POC.

The timeline for the above is as follows:

1. The President will select a proposed recipient based on the above criteria by September 30, providing information to board members (with the exception of the proposed recipient, if applicable) on the proposed recipient and his/her contribution to POC;
2. Board members will provide input and comments to the President no later than October 1;
3. The final decision on the award will be made by the President no later than October 15. At that time, the President will provide the text of the certificate to the association management company to be printed and framed for presentation at conference
4. The gift component of the award will be determined by the President and arrangements made for a complimentary one-year membership, equivalent gift certificate, etc.
5. After conference, the President or designate, will prepare an article regarding the recipient of the award for inclusion in POC Talk.