



Outstanding Volunteer Award Terms of Reference

The CCAE Ontario, a branch of the national Canadian Council for the Advancement of Education, is a volunteer-driven organization. Without the hard work, dedicated service and collective vision of its volunteers, the organization simply would not function. The CCAE-Ontario established the Outstanding Volunteer Award to recognize the incredible contributions made by its volunteers. The award embodies the CCAE-Ontario values of high standards in professionalism and service, collegiality and a deep commitment to the field of educational advancement. Below follow the proposed terms of reference for the Outstanding Volunteer Award.

PURPOSE

The Outstanding Volunteer Award (OVA) exists to recognize exceptional contributions and achievements by individual volunteers who have advanced the cause and mission of the CCAE-O.

CRITERIA

In order to be eligible, nominees must:

- a) have amassed a substantive length of service (min. 3 – 4 years)
- b) have been a volunteer with the CCAE (i.e. through a member institution) during the time of service, should the volunteer have moved on to another institution/organization at the time that the nomination is brought forth
- c) embody the values of the CCAE and its member institutions (as outlined by the CCAE constitution and CCAE-O Mission, Vision and Goals)
- d) have achievements and contributions which have had a direct and significant impact on the advancement of the organization
 - contributions or achievements will be have been effected through vision and leadership, the implementation of ideas and initiatives, or in the absence of these, through a significant length of service (e.g. 10 years or more, not necessarily served consecutively)
- e) be nominated by a CCAE member
- f) not have received the OVA (volunteers may only receive the OVA once)
- g) not be a sitting member of the CCAE or CCAE-O board

PROCESS

1. Only one award is to be presented per year.
2. In the absence of a qualified candidate in any given year, the award does not have to be issued.
3. In cases where multiple qualified nominees are presented but not chosen, their nominations may be carried forward to the following year's selection.
4. If a nomination is submitted for a sitting board member, it will be deferred until such time that the nominee steps down from the board.
5. The chair of the Volunteer Management Committee (VMC) is responsible for the call and coordination of nominations.
6. The official call for nominations will be made at the CCAE-O Annual General Meeting and be accompanied by electronic notification (containing a link to the web site where terms of reference and nomination forms are posted).
7. Submission deadline should be the end of June; deliberation, by committee if necessary, to take place in July.
8. The VMC chair, in consultation with the president of CCAE-O, may choose to call together an ad hoc committee for award deliberation, particularly in cases where numerous nominations are submitted.
9. The VMC chair may act as chair of the ad hoc committee and bring forth the recommendation on its behalf to the board for final approval.
10. Nominators are not to form part of the ad hoc committee.
11. In the event that the VMC chair has put forth a nomination, the president of CCAE-O will step in or appoint an ad hoc committee chair.
12. The VMC chair will work with the nominator to notify the recipient's supervisor of the award.
13. The presentation of the award is to take place during the lunch program at the Fall Workshop, held annually in November.
14. Recipient(s) will be invited to bring one guest to the lunch presentation, if they wish.

NOTES

- I. The CCAE-O board reserves the right to revoke a nomination or presentation should any information arise, or circumstances change, that either (i) bring into question the validity of the candidate's standing or (ii) may be (or be perceived to be) in direct contradiction of the values and mission of the CCAE-O and potentially cast a negative pall on the organization.
- II. In the unlikely event that a recipient declines the honour of accepting the award, an emergency meeting of the ad hoc committee and president of CCAE-O will be called to review the list of candidates. A second candidate will then be brought forth to the board for approval. In the absence of any qualified nominee (i.e., if there should be other nominees which have been submitted but they do not fulfill the requirements and spirit of the award, or if no other nominations were submitted), the award need not be presented for that year.
- III. The CCAE-O board reserves the right to implement changes to the Terms of Reference, as they are outlined above. The board also reserves the right to allow an occasional variance of the terms, upon the recommendation of the ad hoc committee or chair of the VMC in the absence of a committee, in the rare event that a candidate might be deemed to be qualified beyond the scope of the terms as they exist.