

## AWARDS AND HONOURS POLICY

### PURPOSE

To set out guidelines to recognize the contributions of volunteers of the Kerrisdale community and employees of the Kerrisdale Community Centre.

### RESPONSIBILITY

Authorization of funds must be approved by the Executive or, in cases where an immediate decision is required, Board Treasurer.

### GENERAL POLICY

#### 1. Recognition of Former Board and Committee Members

Members are to be presented with an unframed certificate and a token gift (in the range of \$10 - \$20 per year served). A donation to a charity or gift certificate to a local Kerrisdale business, allowing the recipient to choose type of store.

The Executive Board Secretary in consultation with another Executive Board Member is responsible to ensure that recognition of former board and committee members and other awards are presented in a timely manner, preferably at the Board Summer Social Event. If unable to attend, give option of pre Board meeting or mailing out.

#### 2. Other Awards

Gifts for personal occasions may be presented on behalf of the Society to its employees.

Suggested Guidelines:

Retirements & Resignations

- |                             |             |
|-----------------------------|-------------|
| • 20 year's service & above | up to \$500 |
| • 15 year's service & above | up to \$400 |
| • 10 year's service & above | up to \$300 |
| • 5 year's service & above  | up to \$200 |
| • Up to 5 years             | \$125       |

The Executive is alerted to the reason for employee awards or gifts by the CRS. The Executive determines if a gift is to be given.

#### 3. Annual Recognition Events

- Summer Social Event: Retiring Board, Committee Members, and full time Centre Staff
- December Dinner: Board and Committee Members and Centre Staff, Instructors and Park Board liaison commissioner. Guests can buy a ticket if numbers permit.

#### 4. Volunteer of the Year Award

Nominations for KCCS Volunteer of the Year are put forward each year to an ad-hoc committee, appointed at the KCCS Board of Directors' August meeting.

Nominees are to be recognized for their spirit, knowledge and hours of service on a wide range of projects and programs such as:

- serving on fund raising and development committees
- teaching skills to children
- saving wildlife and rivers
- developing sports teams and arts events
- providing financial and business advice
- organizing clean ups
- putting in place community safety initiatives
- acting as youth chaperones and mentors
- and other similar community activities

The award may recognize a single extraordinary event or service over several years.

The Executive will select recipient(s) for the Volunteer of the Year award based on recommendations received from the committee. The award will be announced and presented at the December dinner. The recipient can invite a guest to the dinner.

The recipient will receive a letter and a gift card in the amount of \$100.

The recipient will have a photograph taken by a member of staff. The photograph will be framed and added to the Volunteer Recognition Wall. The recipient will receive a copy of the photograph.

## **5. Outstanding Service Award**

This award is intended to honour staff of the Kerrisdale Community Centre (including KCCS instructors and staff, as well as Park Board staff), who have provided exceptional service to the Kerrisdale community, above and beyond performance of their normal duties.

Nominees are to be recognised for their spirit, knowledge and service on a wide range of projects and programs.

The award is to be given on an irregular basis, as appropriate occasions arise (that is, not necessarily annually or biennially).