



MCMA EDUCATION COMMITTEE PEER RECOGNITION AWARDS POLICY

Purpose: To engage the MCMA Membership in meaningful ways to promote and recognize the diverse range of work taking place in the Provincial Offences courts across the province.

Scope: The annual awards honour our peers in three categories: Leadership, Commitment to the Organization and Innovation

Any association member may nominate an individual in any or all of the categories. Every Regional Lead and Committee Chair/Co-Chair is encouraged to promote submissions from their regions or committees in one or more of the three categories, or by submitting nominations themselves. Individuals do not have to nominate someone from their own region or committee.

Submissions will include a description of how the nominee shows excellence in the category in which they were nominated through one or more of the criteria listed in Schedule "A" below.

Deadline for submissions will be provided by the Education Committee via an email each year in advance of the MCMA Conference.

The submission form is available on the MCMA website under Member Pages/ Peer Recognition Awards.

Nominees must be a member in good standing with the MCMA by close of voting period of each year.

A member cannot win the same award two years in a row.

The Awards Jury shall consist of three members of the Education Committee not nominated for an award. In the case there are not three available Education Committee members to form the Awards Jury, additional members shall be solicited from the Board who are not nominated for an award, by the Committee Chair.

Procedure: Forms shall be retrieved from the website, completed in detail and forwarded to the Education Committee Chair who will check each form for completeness.

If the Committee Chair is nominated, the form is to be forwarded to another member of the Education Committee who will check the form for completeness.

If the form is not complete, the form shall be returned to the submitting party to complete.

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The verified completed forms will be forwarded to the MCMA website controller for posting by a date provided by the Education Committee Chair.

The membership will vote to select one winner in each of the three categories. Voting shall take place during times set by the Education Committee approximately one month prior to the MCMA Conference, through the use of Survey Monkey, or a similar on-line tool.

The Survey link will be provided to each member to vote. The link shall be distributed to members who are noted as members in the membership list on the website as of March 16th. The Survey tool provides the capability to keep all voting responses confidential and anonymous.

A link to the MCMA website will be provided on the survey to enable each member to review all submissions.

Each member can only vote once for each category.

Candidates with the most votes in each category will be deemed the winner. In case of a tie, the winner shall be determined by the designated Awards Jury based on the merits of the submission meeting the established criteria for the category.

The winners will receive a plaque and the return of their annual membership fees as outlined in the MCMA Expense and Reimbursement Policy.

The winners will be announced at the MCMA annual conference.

Schedule “A”:

Evaluation Criteria

Leadership:

- Ability to Inspire
- Honesty & Integrity
- Vision & Intuition
- Exceptional Communication
- Confidence in Self & Trust in Others
- Positive Attitude

Commitment to the Organization

- Dedicated Advocate for the Organization
- Positive Contributions to Improvement
- Engaged & Involved
- Selfless

Innovation

- Advocate for Change
- Creative & Forward Thinking
- Promotes New Ideas and Introduces Unique Solutions
- Takes Calculated Risks to Improve the Organization

Log of Changes

<u>Date</u>	<u>Specific Change</u>	<u>Editor</u>	<u>Reason</u>
	Board approval / First Release	Rodger Bates – Acting President	As per purpose

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January 19, 2023	Removal of dates of submission, voting, selection.	Barb Ryner- Chair, Education Committee	Avoid having to update Policy each year to align with conference dates
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