DRAFT, SUNDAY, FEBRUARY 12, 2022, 7:00PM

**AWARDS GUIDE**

PROCEDURES FOR THE SCWDC BOD TO DETERMINE VOLUNTEER AWARDS

Introduction: It’s always been a major BOD duty to consider and approve awards in the last three months of a term, January - March. But there hasn't been an Awards Guide produced for the BOD, and consequently, from year to year, the procedures, deliberations, and time devoted to discussing the possible awards have varied a lot. This document has been drafted by Bill Johnston. Official status for this document is not being sought, it's meant to be a 2022 guide that other club officers can modify as they see fit for future award discussions.

**2022 RECOMMENDED VOLUNTEER AWARD PROCEDURES**

**First:  Timeline.**

-    The president can ask board members to begin to consider possible nominations in January and February.
-    This effort should not begin in March as that only leaves one BOD meeting and too little time for various emails to trade ideas and proposals.
-    A board vote is required by March, so that the Office Manager can order the awards.  The Office Manager needs a minimum of 30-day lead time because there may be delays in awards being available.
-    At this time, most BOD meetings are held in the second week of the month.

**Second:  Awards Criteria.**    These are contained in the Policy Manual, Appendix #2, but the Policy Chair has created a new version, now numbered "Chapter 3A."

- Chapter 3A will become the official award document.

There are supplementary exhibits to assist the BOD deliberations:

“Vote Summary” & 2) “Award Summary **–** Long” = These are two tables combined into one MS Word file named, “AWARDS SUMMARY CHART as of February 6 2022.docx”

*(See this separate file which lists the “Vote Rules” and second, on 3 pages, an extract of the key elements for all awards. It is the option of the presiding officer to distribute this to BOD members to assist the discussion of the individual awards. Another option is to use the Zoom “Display Document” Feature to display the contents of a file, and show the Policy Manual write up for each award.)*

There’s really no substitute for at least reading every sentence for every award, and maybe coming back to a summary for a review of important points and the exact vote that is required to make an award.

-    Note: in this BOD administration the lifetime membership award was modified to recognize anyone who has been a member for 50 years.  Thus, the Office Manager, or another volunteer, needs to analyze the existing membership database to determine who qualifies.  The Toni Castagnoli award (formerly Founders award) requires a search of the membership database as well for the 25-year criteria and major contribution aspects of this award.

**Third:  Consult past award records before voting on this year’s awards.**-    FYI, the club discontinued the publication of the document called, “Who’s Who” back in 2011.  It contained a combination of active members contact information, a description of current officers and their photos, summary of club history, and a record of “all” past award recipients, starting from about 1985.
-    In place of the “Who’s Who” for the purpose of making awards, Bill Johnston extracted all the past award information and updated it continuously from 2011 until now.  He then provided it to the current BOD.  A listing of all prior awards is possible in different formats:  all award recipients for a certain award or a list of awards for each individual.
-    Some small errors have been made in recent years, such as giving a second award of the same type to the same person, which happened because the BOD did not know the facts

**Fourth:  Privacy.**  The detailed deliberations of the BOD for decisions on awards are not recorded because the minutes are public documents.  Just the names and specific awards are provided to the Office Manager. The minutes are not posted to the web site until the awards are made.

**Fifth:  Ask for inputs from current program and committee chairs.**

The President should ask current program and committee chairs for recommendations.  This is probably best accomplished by email with personal follow-up by BOD members who are the liaisons to the individual programs and committees.  This email should be written at least a week before the next BOD meeting.

**Sixth:  Someone must do most of the “preparation” work in advance of the decision meeting.**  This can be the president, the vice president, a board member, or someone else. Someone who is familiar with all the volunteer efforts of current volunteers should create a proposed volunteer recognition list. What is this list? "A current fiscal year (May 1 - April 30), Volunteer Recognition List, with the names submitted by programs and committee chairs.

“Someone” needs to be familiar with the award criteria, so that small amounts of volunteer work are distinguished from more significant efforts. Perhaps the current Office Manager, who was president for 4 years, might be invited to attend that part of the board meeting.  The BOD needs to distinguish between small amounts of volunteer effort that qualify for the Certificate of Appreciate or the Snowflake Award, and more significant efforts.

Someone needs to search the current membership database for those members who have qualified for consideration, under either the 25-year or 50-year membership criteria.

Someone knowing the exact vote counts required to make an award should be present at the BOD meeting.

**Seventh:**  Ask award winners to attend the Election and Award meeting.  There have been recent annual meetings where **most** of the award winners were not in attendance (for a variety of reasons and no criticism is intended).  But when award winners are not there, such awards must be mailed or otherwise conveyed. It’s not as meaningful because the member recognition is incomplete. Award winners should be asked to attend the meeting, whether in person or by Zoom video.

**Eighth:** “The Big Award Picture”: “No one is working for an award, we are a small volunteer group/clan/cadre, enjoying this club and its many diverse activities, and deciding to give back by our volunteer efforts, be they small, medium, or large.”  There is a familiar phrase in history partially quoted here, that anyone who has been recognized for significant efforts, “Stands on the shoulders of those who have gone before.”  That refers to our founding members in 1936, and to some of our members still alive today, who may be out of the “volunteer limelight”, but they created an environment and standards for the current club to succeed.  It is a long-standing tradition that the President and BOD recognize volunteer efforts. Please consult the list of prior award winners before making decisions on the next year’s award nominees.

In conclusion, this is meant as a possible guide to the current President and Board of Directors.

It is the decision of the President or Vice President to distribute this to the Board of Directors.