



# Administrative Procedure: Award of Merit

## Overview of Award of Merit

1. Outstanding contribution is to be defined in general terms so as to allow this recognition to be interpreted broadly and eligible for all staff, parents, or community members.
2. The recommendation for this annual award will be forwarded to the Board through an ad hoc (A committee that is created to supervise a task.)<sup>1</sup> committee.
3. The committee who will decide the appropriate recipient for the award of merit will be comprised of the Chair of the Board, or designate, and at least, two additional Trustees. The Director of Education may provide additional information, but will not be a part of the decision process.
4. The committee will use its own judgement in determining the means by which nominations for the award will be received.
5. Normally, one nomination only may be recommended in any one year.
6. The award will be presented during an appropriate Board event as recommended by the committee.
7. The Board's annual budget will provide the cost associated with the granting of this award.

<sup>1</sup>"What is AD HOC COMMITTEE? - Black's Law Dictionary." <http://thelawdictionary.org/ad-hoc-committee/>. Accessed 28 Jan. 2017.