



ST. ANNE CENTRE
Working Together Toward Excellence in Health and Wellness

BOARD OF DIRECTORS MANUAL

NUMBER: 023

SECTION: BRD

SUBJECT: RECOGNITION OF STAFF AND VOLUNTEERS FOR EXCELLENCE IN SERVICE	
MOTION #: 03-02-14	DATE OF MOTION: February 17, 2014
CHAIRPERSON: <i>Margaret Cluett</i>	DATE SIGNED: <i>March 3 - 2014</i>
DATE EFFECTIVE: August 3, 2011	DATE REVISED: December 9, 2013
DATE REVIEWED: November 25, 2013	

PURPOSE

The Board of Directors, St. Anne Centre, wish to recognize the excellent services Staff and Volunteers provide to the clients of St. Anne Centre and the community at large.

POLICY

This policy outlines the recognition of staff and volunteers for excellence in service.

GUIDING PRINCIPLES AND VALUES

A Staff Service Awards Ceremony will be held annually to recognize the excellent services and dedication of the staff in all departments of St. Anne Centre. The staff will be recognized collectively and individually for their service to St. Anne Centre.

Service Award Pins will be presented at the following milestones of service: 5, 10, 15, 20, 25 and 30 years of service. Service beyond 30 years will be recognized in a manner to be determined by the Board of Directors.

Volunteer recognition, including St. Anne Centre Ladies Auxiliary and the Board of Directors, must be held to acknowledge the excellent services they provide and their dedication to St. Anne Centre. This recognition must be held on an annual basis under the direction of the St. Anne Centre Awards Committee.

PROCEDURE/GUIDELINES

A planning committee shall be formed at the direction of the Board of Directors that will include the Administrator, Staff members, Recreation Director, and at least two Board Members.

Staff service and Volunteer recognition may be held on the premises of St. Anne Centre or at an alternate site as determined by the Committee.

Notification of the Service and Volunteer Awards Ceremonies will be published in the local newspapers, Telile and other media.

Evaluation of both activities will be conducted by the Committee.

REFERENCES

Legislative Acts/Regulations

Other

RELATED DOCUMENTS

Policies

Forms

Brochures

Appendices

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