



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 #: 07-07-2017

DATE OF MOTION: July 17, 2017

CHAIRPERSON: *E.H. Samsen*

DATE SIGNED: *Dr. 5/17*

DATE EFFECTIVE: August 3, 2011

DATE REVISED: July 17, 2017

DATE REVIEWED: November 25 , 2013, February 17, 2014; June 2017

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 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 Service Award Planning Working Group shall be formed at the direction of the Board of Directors that will include the, CEO, Staff members, Recreation Director, and at least two Board Members.

Recognition of Staff and Volunteers for Excellence in Service

The Recreation Department will organize and plan the volunteer recognition event.

Staff service awards and volunteer recognition may be held on the premises of St. Anne Centre or at an alternate site as determined by the working group.

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 working group.

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