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## NATIONAL ASSOCIATION OF FEDERAL RETIREES

### BRANCH ANNUAL AWARDS

#### **AWARD CATEGORIES:**

##### **Membership Recruitment and Engagement**

Awarded to a Branch for excellence in the delivery of programs, activities and services - such as recruiting campaigns, community outreach, educational and social functions - which attract, retain and engage and help contribute to net membership growth

##### **Volunteer Support and Development**

Awarded to a Branch for excellence in the delivery of programs and activities in support of volunteers, including volunteer recognition and development, recruitment and succession management

##### **Advocacy**

Awarded to a Branch that has demonstrated exemplary effort in advancing Association advocacy strategy by encouraging and facilitating member engagement, and exerting influence on local decision-makers

##### **Branch Excellence**

This award recognizes a branch which has demonstrated overall excellence in a broad range of areas. It is awarded to a Branch for excellence in the delivery of programs and activities in support of three key categories

- Membership recruitment and engagement
- Volunteer recruitment and support, and
- Advocacy initiatives that are aligned with the Association's mission

If sufficient nominations are received, the selection committee may consider awarding two versions of the award: one to a smaller branch (1,000 members or fewer) and one to a larger branch (over 1,000 members)

### **TERMS AND CONDITIONS:**

- A Branch may be nominated and win in more than one award category
- The Awards are intended to recognize current activities, while recognizing that these activities may also be long term and on-going
- An unsuccessful nomination may be resubmitted in a subsequent year as long as the activity is current.

### **NOMINATION PROCESS:**

- The Chair of the Nomination Committee will call for nominations in January
- Members of the Nomination Committee will solicit nominations and provide assistance and guidance to nominators
- It is expected that Branches will self-nominate, but nominations may also be submitted by volunteers (e.g. District Directors, Branch Services Coordinators, Advocacy Program Officers)
- Nominations must be submitted using the appropriate nomination forms and must include an endorsement from the two appropriate District Directors.
- Nomination forms completed in accordance with instructions and addressing the evaluated criteria must be received by the National Office by the established deadlines

### **SELECTION PROCESS:**

- Nominations will be evaluated by a Selection Committee that includes both Association members and external stakeholders
- Evaluations will be based on established criteria for each award, and will consider positive outcomes as well as activities
- The Selection Committee will present its recommendation for award winners to the Board for approval

### **PRESENTATION:**

- Awards will be presented at the Annual Recognition Dinner held during Annual Members' meetings.
- Winners will not be advised in advance