



POLICY – PO209

Board Award of Merit

Area:	Governance
Source:	Superintendent of Education – Policy Development
Approved:	April 22, 2002
Revised:	January 23, 2006

1. Introduction

The Durham Catholic District School Board honours the work of its community in support of education.

2. Definitions

Board Award of Merit – the public recognition by the Board of Trustees of an individual or group from the Board or associated with the Board for outstanding service and leadership in support of Catholic education.

Board Award of Merit Standing Committee – a committee of the Board whose membership consists of trustees who review the nominations for the Board Award of Merit and recommend a recipient to the Board.

3. Purpose

The purpose of this policy is to outline the expectations associated with recognizing and honouring an individual or group from the Board or associated with the Durham Catholic District School Board for exemplary service and leadership to Catholic education.

4. Application / Scope

This policy applies to all members of the Durham Catholic District School Board learning community including but not limited to clergy, employees, parents, ratepayers, students or trustees who are currently or were formerly affiliated with the Board.

5. Principles

5.1 The Board believes that:

- 5.1.1 those who may bring honour to the school community and/or the Board through performance that goes above and beyond their regular duties, deserve acknowledgement;
- 5.1.2 extraordinary contribution for the cause of Catholic education that is consistent with the Board's Mission Statement should be recognized;
- 5.1.3 special recognition should be given to those who demonstrate exemplary service in promoting and affirming Catholic education;
- 5.1.4 person or group may be nominated and considered for the Award of Merit by any individual or spokesperson within the Catholic community.

6. Requirements

- 6.1 The Director of Education shall issue administrative procedures to support this policy and to amend them thereafter as the need arises.
- 6.2 The nomination process must be made in accordance with the administrative procedures attendant to this policy.
- 6.3 A call for nominations will be distributed system-wide to all employees, Catholic School Councils and all other stakeholder groups annually. The call for nominations will also be posted on the Board's website.
- 6.4 The approved nomination form must be completed for each person nominated.
- 6.5 Any person making a submission may submit only one name for the Award of Merit.
- 6.6 A person nominated for the Award of Merit should be recognized for having performed extraordinary service in the area of Catholic education beyond their work assignment.
- 6.7 The Award of Merit may be given on an annual basis. Only one Award of Merit shall be granted in any one academic year.

7. Sources

- 7.1 Durham Catholic District School Board, General Working By-Laws, Number 2016, Mandate and Terms of Reference of the Board of Award of Merit Committee

8. Related Policies and Administrative Procedures

- 8.1 Board Award of Merit Administrative Procedure (AP209-1)