



SCMAO Volunteer of the Year Award Criteria

2018

Approved by the SCMAO Board of Directors

Overview

Our Association was founded on both volunteerism and its long term membership. In honour of these great achievements, we are continuing with our Volunteer of the Year Award Program for Ontario members. We encourage everyone to either self-nominate or nominate someone deserving of the award.

Volunteer of the Year Award

A strong tradition of volunteerism is what continues to ensure that we maintain our relevance and remain connected to our membership.

In order to continuously nurture and develop this important resource, it is vital that we encourage, recognize and acknowledge the contributions of our volunteers. Based on highest score and final selection from the Awards Committee, this honour will be bestowed on a single individual every year that meets the nomination criteria.

It must be made evident to the Awards Committee how the Candidate's contribution affects expectations and how they went above and beyond and did something exceptional in terms of service to the profession and Association.

Nomination Criteria for Volunteer of the Year Award Points System:

Based on a simple points system, the program recognizes an individual's participation in the Association and their contribution of time and effort as a volunteer. Points are earned for each year of SCMAO membership and for volunteer participation at all levels of the Association.

Volunteer of the Year Award Eligibility:

The Awards Committee may consider any individual who meets the established award criteria and is a current member (minimum 3 cumulative years) of the Association. There may be allowable exceptions under these guidelines, if they have contributed notably to the advancement of the profession of SCM and the case is strong enough to support the nomination.

The SCMAO Awards Committee will evaluate, review and recommend the recipient of the Volunteer of the Year Award to the SCMAO Board of Directors.

The award will consist of a trophy that is a symbol of the recipients' victory and honoured contribution and will be presented at the SCMAO Conference Gala Dinner, held in the fall.

Points System

- a) Points are based on the point scores established per service category, outlined in the attached chart.

- b) No points are awarded for any activity for which remuneration is being or has been received. Prizes and gifts are not considered remuneration.
- c) Under the Special Function category, points may be awarded for advancing the cause of purchasing and supply management, whether or not affiliated to SCMAO. To qualify for points under this category, specific criteria must be met (see information outlined below).
- d) Points for volunteer activities may be recorded retroactively for a three-year period.

Categories and Point Scores for Volunteer Activities

Activity	Points
Special Function Guest Speaker	10
Special Function or Project	10-20
News Article SCM Related	10
Class Visits	5
Special Function or Activity Other	5-15
Committee/Task Force Chair	20
Committee/Task Force Member	15
Chair/Vice Chair or Past Chair Board	25
Treasurer	20
Director of the Board	20
Advisory for the Board	20

Category Criteria

- a) Guest speaker at an event or meeting, formal presentations: including the SCMAO Conference. Thank you comments, introductions and grace are not eligible. Activities claimed under this category should have been developed/presented (performed) outside of the award applicant's normal job functions/responsibilities.
- b) Special function or project at the committee level, organized by, or participated in (as committee member): The function or project must be a minimum of 8-hours/1 day to achieve 10 points and 16-hours/2 days to achieve 15 points, 24 hours/3days. For example, if a volunteer developed a presentation and became a guest speaker at an event. The time involved in the actual preparation work and in the presentation of the material would be

determined to be an eight-hour/1 day activity thus 10 points. Activities that are considered part of the award applicant's normal job functions/responsibilities are not eligible. Neither is simple attendance at the function/event considered eligible or points.

- c) Newsletter or SCM related writings. The Written literature will be a minimum of 1 days' work to prepared and write the work. Activities that are considered part of the award applicant's normal job functions/responsibilities are not eligible.
- d) Class visits by Association volunteers to local Colleges/Universities or attendance at a career fair qualify under the special function category. These activities are important to help to raise awareness of our education programs and of the profession of supply chain management.
- e) Activity Other. These activities could be mentoring junior or new members, teaching or an activity that raises the bar of the SCM profession. Again no remuneration and specific details would need to be detailed.

Volunteer of the Year Award Application:

Submit written nominations to the SCMAO Chair of the Awards Committee. The nomination must contain the following information:

1. **Name and contact information of the Candidate.**
2. **Summary of Volunteer Activities/Achievements** - The statement should highlight the significance of the individual's achievements including any personal qualities of the Candidate which made the volunteering achievements possible. Please include the eligible scores in the summary.
3. **Exhibits & Supporting Information** – Any exhibits that are required to back the nomination (include actual news articles if applicable).

Volunteer of the Year Awards Calendar

The Volunteer of the Year Award is made annually to an individual(s) during the SCMAO Annual Conference, held in the fall.

Event	Key Dates for 2018
Application Opens	July 3, 2018
Application Deadline	September 21, 2018
Winners Notified	September 27, 2018

SCMAO Conference – Award Presented	October 19, 2018 Gala Dinner
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Nominations for the Volunteer of the Year Award can be submitted to:

Beth Rosell, Executive Assistant & HR Administrator
Supply Chain Management Association Ontario (SCMAO)
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