



## **Policy - Awards & Recognition**

### **Section 1. Policy Statement / Purpose**

- 1.1 Council members of the Association are committed to recognising and rewarding individual or groups of members of the Association who have made or continue to make a valuable contribution to the Association. This policy document sets out the available route for rewarding excellent performance both on an ongoing and sustained basis.

### **2.0 Section 2. Awards & Recognition**

- 2.1 At every October meeting of members of Council, 'Awards and Recognition' will be an agenda item to discuss if any member of Council are aware of any member / Team of members of the Association they would wish to nominate for recognition under this policy.
- 2.2 In addition to 2.1 above the National Secretary will, in October each year, send a letter / email to all Branch Secretaries to ask them if they wish to nominate any member of the Association for recognition under this policy. A closing date for nominations will be set as being six weeks from the date of the letter or email from the National Secretary.
- 2.3 Nominations for recognition will be made by members using the form Appendix A attached to this policy.

### **3.0 Awards.**

- 3.1 Members of the Association approved for an award will be able to choose from one of the following to a value of £150.00: -

#### **Individual Member**

- Gift voucher
- Crystal engraved / not engraved.
- Hotel package

#### **Team Award**

Donation to a charity of choice that is likely to be supported by most members of the Association if they were asked.

- 3.2 A flexible approach to the value of the award referred to in 3.1 can be taken by those responsible for the approval of the awards (see 4.1 below)
- 3.3 In order to retain its worth to members receiving recognition in this policy the awards value should increase each year in line with the percentage rise as published in the Retail Price Index (RPI) for each subsequent year from the date the policy was first introduced.

#### **4.0 Approval body for Awards.**

- 4.1 All nominations for awards under this policy will be evaluated by three of the following members of Council and approved for an award by a majority decision: -
- President.
  - Vice President.
  - National Secretary
  - National Treasurer.

#### **5.0 Council Members & Awards**

- 5.1 Serving members of Council will not be eligible for Awards under this policy. However, this does not preclude them from being nominated for an award or recognition outside of the remit of the Association where it is considered appropriate to do so.
- 5.2 In order to maintain transparency of NARF expenditure each award approved and actioned will be made known to the next meeting of Council members for their information only.



**Award & Recognition Form**

**Name of member nominated for an Award**

**NARF Branch**

**Name of member making the nomination**

**Contact: Email or telephone**

**Reason for the Award**

**Signature**

**Date**

**The completed form should be sent to the National Secretary Mike Halley  
Email: [narfgensecretary@btinternet.com](mailto:narfgensecretary@btinternet.com)**