



## **POLICY AND PROCEDURE MANUAL**

### **POLICY 14 – Representative Recognition Program**

#### **Policy Intent**

This policy outlines the parameters pertaining to the recognition of the Program Representatives of the Humber Students' Federation (HSF). This policy defines the terms to both the monthly and yearly procedures.

#### **Eligibility**

This program is open to Program Representatives, Directors and Executives who meet all the requirements of being member of the HSF as per the HSF Constitution. Considered candidates must display an effort to better student life to all members of this community, while fulfilling the mandates presented in the HSF constitution.

#### **Methods of recognition**

The terms of the monthly recognition:

Nomination for the monthly recognition program will be made by members of the HSF Executive Committee and decided upon by a majority vote of the Executives. The award will be presented to the recipient of the previous period at the first meeting of the next month of the Board of Directors by the president, provided there is sufficient time for the Executive Committee to meet prior to the meeting date. In the event that an Executive is recognized, an approved Board of Director will act on their behalf.

The terms of yearly recognition:

For the yearly recognition program, any member of the HSF can nominate a representative that they feel has gone above and beyond their role. The HSF Executive Committee and the HSF Executive Director will make the final decision. In the event that an Executive is recognized, an approved Board of Director will act on their behalf. The award will be presented to the winner at the final meeting of the Board of Directors for that fiscal year.

## **Nomination Process**

All nominations for either monthly or yearly recognition should be submitted in writing including a brief explanation as to why the nominator feels the recipient should receive the award and the notable accomplishment(s) the nominee has attained.

In the case of monthly recognition, the HSF Executive Director, who will present them to the Executive Committee, should receive these submissions no later than 4:00 p.m. on the first business day of the following month.

In the case of yearly recognition, the HSF Executive Director, who will present them to the Executive Committee, should receive these submissions no later than 4:00 p.m. on the first business day in April.