

 BRANDON UNIVERSITY	BOARD OF GOVERNORS AWARD FOR EXCELLENCE IN COMMUNITY SERVICE		
Board of Governors	Policy Sponsor:	President and Vice-Chancellor	First Approved: 2008
	Primary Contact:	Manager, Executive & Board Operations	Last Updated: 23 NOVEMBER 2024
	Approved by	Board of Governors	Review Scheduled: 2029-2030

1. PURPOSE

This policy outlines the criteria, nomination process, and selection procedure for the Award for Excellence in Community Service, recognizing individuals who make significant contributions to the community.

The award exists:

- To give recognition to a University employee who through cumulative volunteer activities best contributes to the community service function of the University.
- To enlarge and enrich the contacts between the University and all segments of the community.
- To encourage members of the University community to voluntarily share their talent, experience, time and energy with the community.

2. SCOPE

This policy applies to all employees of the University community who have demonstrated exceptional commitment to community service.

3. DEFINITIONS

Community Service: Voluntary work aimed at improving the quality of life for individuals or groups, often addressing social, cultural, environmental, or economic issues.

Impact: The measurable or observable positive change resulting from an individual's community service efforts.

Leadership: The ability to inspire and guide others in a community service context, often through organizing or initiating projects.

Letters of Support: Written endorsements from individuals or organizations familiar with the nominee's community service work, highlighting their contributions.

Nominee: An individual who is being considered for the Award for Excellence in Community Service.

Nominator: A person who submits a nomination for an individual to be considered for the award.

Policy: means the Board of Governors Award for Excellence in Community Service Policy.

Selection Committee: Human Resources Committee of the Board of Governors who provide a recommendation to the Board of Governors for approval.

Sustained Involvement: Long-term, continuous commitment to community service activities, as opposed to one-time or short-term participation.

University: Brandon University.

4. POLICY

4.1. Eligibility

- a) Candidates must be an on-going employee of Brandon University who has completed a minimum of three (3) years of such employment at Brandon University and has been properly nominated.
- b) Nominees must have made a meaningful impact through sustained community service, either locally or globally.
- c) Activities considered for this award may include volunteer work, leadership in community initiatives, or contributions to social causes that benefit the broader community.
- d) Brandon University employees may not be nominated while they are an active member of the Board of Governors.

4.2. Award Criteria

- a) Nominees for the award will be evaluated based on the following criteria:
 - **Impact:** The extent to which the nominee's work has positively affected individuals, groups, or communities.
 - **Leadership:** Demonstration of initiative and leadership in organizing or participating in community service efforts.

- **Commitment:** The nominee's sustained involvement and dedication to community service over time.
 - **Collaboration:** The ability to work with others, including community organizations, to achieve common goals.
 - **Innovation:** Creative or novel approaches to solving community problems or addressing social needs.
- b) Nominations will be evaluated based upon the information provided by the nominator.
- c) Financially compensated community work or required University work will not be considered.
- d) Community work need not be related to the candidate's position at the University.

4.3. Nominations

- a) Nominations must be submitted on the Nomination Form (Appendix A).
- b) Nominations must be accompanied by at least one letter of support and must be signed by a nominator and seconder from among employees, students or alumni.
- c) Nominations are to be submitted to the Board Secretariat Office on or about January 31st. The Board Secretariat will call for nominations the prior fall noting the specific date and time that submissions must be received by.

4.4. Selection Process

- a) The Human Resources Committee of the Board will act as the Selection Committee for this award.
- b) The Human Resources Committee of the Board will review all nominations and select one recipient based on the award criteria to recommend to the Board of Governors.
- c) A maximum of one (1) award will be presented on an annual basis.
- d) The Board of Governors shall consider the recommendation in Closed Session and only affirmative decisions shall be announced publicly.
- a) Nominations will be considered active for a period of two (2) years following their receipt and all supporting material will be kept on file for that same time period.

4.5. Award Presentation

- a) The Award consists of a framed certificate and the recipient's name is added to a plaque which is on display in the Louis Riel Room.
- b) The award will be presented at the annual Convocation ceremony, by the Chair of the Board of Governors or their designate, at Convocation. The recipient's community service work will be highlighted during the event.

5. POLICY AUTHORITY

- **Policy Sponsor:** President and Vice-Chancellor.
- **Primary Contact:** Manager, Executive & Board Operations
- **Approval Authority:** Board of Governors

6. RELEVANT LEGISLATION

None.

7. RELATED POLICY DOCUMENTS

None.

Appendix A to Board of Governors Award for Excellence in Community Service

**BOARD OF GOVERNORS
AWARD FOR EXCELLENCE IN COMMUNITY SERVICE**

NOMINATION FORM – 2025

Please Type or Print:

We, _____ and
Nominator: _____ Phone: _____

Seconder: _____ Phone: _____

nominate _____ of the Department/Unit of _____

for the Brandon University Board of Governors Award for Excellence in Community Service.

1. Personal information of nominee:

Surname: _____ Given Names: _____

Current Address: _____

Telephone Number: _____

2. Reasons for this nomination:

3. History of community service of this nominee (attach additional pages as necessary):

Nominator Signature:

Seconder Signature:

Guidelines & Submission

In making the nomination, please refer to the criteria per the Board of Governors Award for Excellence in Community Service Policy.

Please submit letters of support and the signed nomination form electronically to:
Board@BrandonU.ca

Please use COMMUNITY SERVICE AWARD as the Subject Line.

Nomination forms can be found online at: <https://www.brandonu.ca/governors/board-awards>

DEADLINE FOR NOMINATIONS
4:30 P.M. – Friday, January 31, 2025