

**POLICY STATEMENT**

The Sudbury Catholic District School Board believes in the importance of recognizing individual(s) or group(s) who make outstanding contributions to our Catholic school system. In honor of these contributions, the Sudbury Catholic District School Board has established an annual SCDSB Chair Award. The SCDSB Chair Award, in recognition of exemplary service within our Board, shall be presented to the Sudbury Catholic District School Board employee(s) who:

- Embraces our Catholic Values
- Demonstrates initiative and ingenuity
- Contributes positively to the lives of students or staff

**NOMINATION PROCESS**

- Each year, nominations will be invited from staff, student councils, and Catholic School Councils of the SCDSB.
- Nomination forms will be available on the Board Web Site.
- Nominations shall be sent to the Communications Officer to be forwarded to the Selection Committee.
- Nominations will be received no later than February 28th of each year.
- The Selection Committee will review all submissions and submit the name(s) of the Award recipient(s) to the Director of Education for the April Board Meeting.
- The Award will be presented at the SCDSB Retirement/Twenty-Five Year Dinner and will be publicized through the local media, parishes etc.

**THE AWARD**

The Award will consist of a commemorative plaque which will be displayed in the Board Room . The Award recipient(s) will receive a personal plaque(s) and certificate(s).

**SELECTION COMMITTEE**

Each year in January the Director will establish a Selection Committee which will consist of the following members :

- The Chair of the Board or designate
- The Vice-Chair of the Board or designate
- One other Trustee
- The Director of Education or designate
- The Bishop or designate
- The SCDSB Faith Animator

The Chair of the Selection Committee shall be as follows in rank order:

1. The Chair
2. The Vice-Chair
3. The Chair’s designate

Any member of the Selection Committee who has a ‘conflict of interest’ pertaining to a particular candidate shall declare it and refrain from speaking on behalf of that candidate.

<b><u>Monitoring:</u></b>	
Methods:	Internal Monitoring
Frequency:	Annual
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<b>Approval Date:</b>	December 20, 2006
<b>Effective Date:</b>	December 20, 2005
<b>Last Review Date:</b>	December 1, 2006
<b>Revised:</b>	December 1, 2006
<b>Signature of Chairperson of the Board:</b>	_____
<b>Signature of the Secretary of the Board:</b>	_____
<b>Distribution:</b>	Trustees and Administration