

Guidelines for Nominations and Granting of the Service Award

I. GENERAL DESCRIPTION OF THE AWARD:

The Service Award is established to recognize members who have made a significant contribution to the advancement of the association and to its development as an organization that promotes transactional analysis in the region, supports its members, and offers a social benefit to the public in accordance with its vision. They will be recognized for their commitment, the nature of their service, and the “I’m OK, You’re OK” manner in which they conduct themselves in the process of offering that service.

The nominee will have demonstrated a generous spirit of service, responsibility, and effectiveness in his or her contribution to the life of SAATA.

Nominations for the SAATA Service Award are to be considered annually by the Board of Trustees. The SAATA Service Award need not be presented each year, and in the event that there is more than one equally qualified nominee, the board may make multiple awards at its discretion. The award will be presented either at the SAATA conference or at another forum decided on by the Board of Trustees, except for those years in which the SAATA Board of Trustees votes not to grant the award.

The award will consist of a plaque. The SAATA Secretary will coordinate with the SAATA president and office on the arrangements for presenting the award.

II. SPECIFIC NOMINATION CRITERIA:

1. Any SAATA member in good standing may nominate any other SAATA member in good standing. Normally the nomination will be supported by 3 or 4 members.
2. The activities demonstrating the level of service rendered to SAATA will primarily have taken place while the nominee was a SAATA member.
3. The nomination itself should include a description of the nominee’s background as well as a detailed description of the ways in which the nominee consistently and historically served SAATA, its vision, and its members. Documentation will be provided to support the nomination.
4. It is not necessary for the nominee to have received previous recognition for his or her efforts. Members of SAATA who are currently serving on the Board of Trustees may be considered for nomination but will be excluded from any award review process.

III. NOMINATION PROCEDURES:

1. SAATA Secretary will publish a call for the SAATA Service Award at least 6 months prior to the annual SAATA event at which the award is to be given. The call for nominations will be published in SAATA newsletter or/and on the SAATA website so that all members will have an opportunity to respond. It will include a brief description of the award criteria and the supporting materials that must be submitted.
2. Additionally, members of the SAATA Board of Trustees may directly encourage nominations by and for members who might not otherwise respond to a published call for nominations.
3. To be considered for a nomination, the following information and materials must be submitted, in written English and an electronic format (Microsoft Word or PDF), by the individuals, groups, or organizations making the nomination to the SAATA Secretary no later than the deadline fixed by the BOT:

- a) Name of the nominee
- b) A detailed description by those making the nomination, all of whom must be SAATA members, of how the nominee has demonstrated his or her service to the SAATA, its vision, and its members
- c) Relevant supporting documentation
- d) The complete name, address, and phone numbers of the person(s) making the nomination and specifically the person the award committee may contact if additional information or material is required

4. Notifying the nominee that his or her name has been submitted for consideration for the SAATA Service Award is a courtesy on the part of the person(s) making the nomination but it is not a requirement of the nomination process.

5. The Board of Trustees may require additional information or documentation from the person(s) making the nomination prior to considering the nomination for an award. Failure to provide this requested documentation in a timely fashion may result in the nomination being dropped for consideration during that year.

IV. THE AWARD COMMITTEE REVIEW/VOTING PROCEDURES:

1. All nominations received by the deadline, which would be 3 months prior to the SAATA event where the award will be presented, will initially be reviewed by the Secretary in consultation with Board of Trustees to determine the following:

- a) The eligibility of the nomination
- b) That written information and materials required for submitting a nomination are complete and sufficient for consideration by the committee

3. The Board of Trustees will be the Review Committee. In special circumstances the Board of Trustees shall appoint three (3) to five (5) members of SAATA as reviewers in which case they will constitute the Review Committee. The Review Committee will thoroughly review and evaluate each nomination for the award and recommend whether or not to grant the award to a particular nominee(s). Their decision will be recorded.

4. The detailed reviews and recommendations will be distributed to all reviewers at least 2 months prior to the annual event at which the award is to be given. Everyone on the reviewing committee will review the materials prior to voting.

5. The award committee will have the following options for granting the award:

- a) Granting no award that year
- b) Granting one award that year
- c) Granting more than one award that year

6. All votes must be received by the Secretary at least 1 month prior to the award ceremony. In the event of a tie or a close vote, the Secretary may ask committee members to indicate their thoughts on granting more than one award.

7. All review procedures and deliberations are to be kept confidential by the members of the award committee.

Decisions to approve or refuse granting of the award will be kept in the committee minutes along with a brief summary of the committee's rationale.

8. Any person(s) nominated for the SAATA Service Award will be informed of the committee's decision one month prior to the SAATA event where the award will be presented. When a nominee is refused the award, a letter from the SAATA Executive Committee that warmly strokes the nominee's personhood and endeavors is strongly suggested.

SAATA SERVICE AWARD COMMITTEE RATING FORM

Dear SAATA Service Award Review Committee Member

Name _____

You have agreed to review the following materials for nomination of the SAATA Service Award.

After thoroughly reading these materials please fill out and sign one evaluation form for each nomination:

5 – strongly agree

4 – agree

3- neither agree nor disagree

2- disagree

1-strongly disagree

No.	Criterion	Rating				
1.	The nominee has contributed significantly to the advancement of the association and to its development as an organization that promotes transactional analysis in the region	5	4	3	2	1
2.	The nominee conducts themselves in an “I’m OK, You’re OK” manner in the process of offering that service.	5	4	3	2	1
3.	The nominee supports SAATA’s members in various ways like sharing resources and volunteering in members development programmes like conferences and training programmes.	5	4	3	2	1
4.	The nominee offers a social benefit to the public in accordance with SAATA’s vision.	5	4	3	2	1
5.	The nominee demonstrates a generous spirit of service, responsibility, and effectiveness in his or her contribution to the life of SAATA.	5	4	3	2	1

What about having contribution to administration and smooth functioning of SAATA activities as a criterion?

I have thoroughly reviewed and understand the materials for the nomination of

_____ ***for the SAATA Service Award and hereby submit my ratings.***

Signed Date