

**MEA Committee Volunteer
Recognition Program**

Approvals:
Approved September 8, 2022

POLICY STATEMENT:

MEA committee volunteers provide an invaluable service to the MEA and shall be formally recognized for their efforts and dedication under the MEA Committee Volunteer Recognition Program as noted herein.

PURPOSE:

This policy sets the guidelines/levels for recognizing MEA Committee volunteers and the administrative responsibilities.

EXCLUSIONS:

This program does not apply to volunteers on who sit on any of the MEA Executive and Specialty Committees, nor any MEA staff.

VOLUNTEER RECOGNITION PROGRAM LEVELS:

- A. Volunteer Gift Cards (every 3-years)
- B. Volunteer Service Award Plaques (5-year intervals)

DESCRIPTION OF PROGRAM LEVELS:

A: Volunteer Gift Cards (every 3-years):

MEA committee volunteers will receive a gift card once every 3-years of service per committee.

The value of the gift cards shall be \$50 each.

Each volunteer shall select from a list of gift card choices will include, but not limited to, the following:

Home Depot	The Keg	Walmart
Lowe's	East Side Mario's	HomeSense
Canadian Tire	Kelsey's	Winners

B: Service Award Plaques (5-years):

MEA committee volunteers, upon reaching a 5-year tenure milestone on a particular committee, are eligible to receive a service award plaque. Years of service shall commence upon approval of this policy (no grandfathering).

Plaques will be presented annually at the *MEA President's Banquet & Awards Gala* during the annual MEA Conference (November). Where the volunteer cannot be present at the Gala, the award plaque will be mailed to the volunteer's home address.

The budget for service award plaques is based on \$100 per committee volunteer.

PROGRAM ADMINISTRATION:

The program will be coordinated and managed by the MEA's Member Services Coordinator (MSC).

Eligible committee volunteers to be recognized must be an active member of the MEA, as defined under the MEA's Bylaw.

The MSC shall develop and maintain a spreadsheet/database outlining all MEA committees, their member volunteers, the date each volunteers joined the committee and the number of years of years of service. The MSC shall reach out to all current volunteers to confirm their respective start dates. The spreadsheet/database shall be updated bi-annually to account for changes.

Years of service for recognition levels shall be calculated effective January 1 annually based on the volunteer's tenure effective December 31 in the preceding year.

For Recognition Level A, the MSC shall be responsible to contact each volunteer who is eligible for a gift card in February, note his/her card choice and purchase/distribute the gift cards.

The MSC shall advise the MEA's Awards Committee by June annually on the list of service plaque recipients for the current year and to purchase the award plaques in time for distribution at the *MEA President's Banquet & Awards Gala*.

OTHER RESPONSIBILITIES:

The MEA Board shall review this Policy regularly to update the program and/or the financial limitations as necessary