



CROWAG Volunteers Award - Principles and Guidelines

Background

CROWAG'S work through its Management Committee and affiliated member groups gives it insight into the numbers of volunteers who provide immeasurable community service to causes across Whitehorse. In many cases such voluntary contribution goes on for years and often goes unrecognised.

The CROWAG Volunteers Award was established to assist in recognising and honouring the contribution and achievements of individual volunteers and/or groups affiliated with CROWAG Inc., relevant to the vision and purpose of CROWAG:

CROWAG's **VISION** is for appropriate planning and development within Whitehorse, enhancing the amenity and quality of life for all citizens.

CROWAG's **STATEMENT OF PURPOSE** is to advocate for-

- Appropriate development
- The preservation and enhancement of the natural landscape
- Equitable, transparent and accountable community engagement practices leading to the highest levels of good governance, and
- Improved liveability for all residents of Whitehorse.

Nominees for the Award may include those who have consistently performed outstanding voluntary work in the interest of residents across Whitehorse and/or beyond.

Award Categories

The Award will have the general title **CROWAG Volunteers Award** and allows for future flexibility of specific award nomenclature.

The **CROWAG Volunteers Award** may provide for sub-titles in specialist areas, relevant to the Vision and Purposes of CROWAG. Examples of these may include: Democracy and Governance; Environment and Biodiversity; Health and Wellbeing; Conservation; Amenity and Infrastructure; Leadership; Education/Publishing; and Lifetime Achievement.

Program Administration

1. The Program will be administered by the *CROWAG* Volunteers Award Council (VAC).
2. The VAC will comprise three representatives from *CROWAG* Members/Affiliates and will be appointed by the *CROWAG* Management Committee, in accordance with a pre-determined selection process.
3. At least one member of the VAC will be a *CROWAG* Committee member.
4. The VAC will recommend to the *CROWAG* Committee the number of Awards to be made in any given year .
5. The VAC will recommend Award winners to the *CROWAG* Management Committee, which would generally endorse such recommendations.
6. Nominations would normally open from 15th July to 15th September each year.
7. Nominations will open by being advertised as widely as possible, including by Affiliate Group members to their membership in July-August, via public noticeboards in Whitehorse, the *CROWAG* Newsletter, *EastsiderNews*, social media, emails, and by other means beginning 1st August.
8. Nominations will be made via a Nomination Form including details of person(s) nominating, the Nominee, contacts etc. (See separate Form)
9. The VAC will advise Nominees of their nomination for the Award once received.
10. The VAC may make further contact with the Nominator, seeking additional supportive or clarifying information.
11. The Award(s) will be presented in November at the *CROWAG* AGM, a combined Affiliates end of year gathering or other appropriate occasion.
12. The Award will be presented as a framed Certificate to acknowledge the Recipient(s) achievement.
13. Following the Award announcement, *CROWAG* may announce the award outcome in articles or notices in the press, local newsletters, emails and via public noticeboards.

General Principles

1. Nominees would normally be an individual but may be a group/association.
2. Nominees should be either individual *CROWAG* members or members by affiliation with *CROWAG* via an organisation/group. In exceptional circumstances this might be waived for reasons determined by the VAC.
3. Nominations must be submitted by a Nominator(s), not the Nominee.
4. Nominations need to be accompanied by at least one additional endorsement from a resident or group in Whitehorse.
5. The Nominator must complete the *CROWAG* Volunteer Award Nomination Form requiring a statement of 500-1,000 words summarising the work and achievements of the nominee.
6. The work for which the Nominee is nominated must be unpaid, voluntary, of a not-for-profit kind and relate to work done prior to 30th June of the nomination/ application year. Nominations will not be accepted where the work/contributions have been made, in part or whole, via paid work.
7. Nominees would normally have given many years of service within the Award category.
8. Nominees would normally be residents of Whitehorse and/or volunteer within Whitehorse.

9. Nominees may be engaged in single or multiple projects, principally to the benefit of the broader Whitehorse community, but such benefit may go beyond this city's boundary.
10. Unsuccessful Nominees may be re-nominated in future years.
11. No award recipient can receive the same Award in any category within 7 years.
12. Awards will be issued only in years where a suitable candidate(s) is/are nominated.

Specific Selection Criteria

Nominations will be assessed based on the following Selection Criteria:

- Nature of contribution to the community.
- Relevance to the Vision and Purposes of CROWAG.
- Length of voluntary service including time and years.
- Extent of inputs and achievements.
- Inspiration to others in the community and to other related groups and associations as a role model.
- Innovation.
- Degree of challenges faced in the role.

The Nomination Form must include:

- The Nominator's name and contact details;
- Nominee(s) name and contact details;
- Detailed examples of the Nominee(s) contribution, efforts and achievements
- Duration of the Nominee(s) voluntary service within the areas of service given (ie, months, years etc);
- Supporting information such as outcome measures, photos, lists, illustrations or other media where possible.
- A 500-1,000 word statement outlining the Nominee(s) contribution and achievement.

Ideally the Nominee(s) achievements will be presented in chronological order where possible, with sub-headings used to distinguish categories or types of voluntary work and achievement.