



Awards Committee Terms of Reference 2021-2022

1. AWARDS COMMITTEE

The Awards Committee shall work under the general Terms of Reference as follows:

- 1) To seek, collect, and review nominations and determine recipients for the annual awards dinner.

2. DUTIES OF THE AWARDS CHAIRPERSON

- 1) To call meetings of the Committee;
- 2) To co-ordinate the activities of the Committee;
- 3) To present a report of the Committee's activities to the Annual Meeting of the Local;
- 4) To carry out such direction as the Local Executive provides;
- 5) To take all motions referred by the Committee to the Local Executive;
- 6) To take action on motions referred by the Local and/or Executive.

3. DUTIES OF THE AWARDS COMMITTEE

- 1) To review the Terms of Reference and to report to the Executive;
- 2) To advertise the criteria and seek nominations;
- 3) To review nominations to determine the award recipients, subject to Executive approval;
- 4) To arrange for the award materials;
- 5) To establish a venue and location for the annual dinner subject to Executive approval.

AWARDS/CRITERIA

New Teacher Award (2 total)

The New Teacher Award may be granted to a Teacher on the basis of:

1. The teacher has taught five (5) years or less;
2. The teacher contributes to ETFO-UCL;
3. The teacher contributes to the wellness of the school;
4. The teacher is involved in community activities.

Humanitarian Award (1)

Numerous criteria will be used in evaluating nominees, but the most important is the ability to inspire love of learning in students of all backgrounds and abilities. Candidates for the award will be considered on the basis of these criteria:

1. Concern for individuals and the enhancement of the community;
2. Ability and willingness to work cooperatively with fellow professionals;
3. Willingness to devote time and energy to community activities and to demonstrate leadership within the community;
4. Other.

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Office Administrator Award (2 total)

The Office Administrator Award may be granted to any person who functions as a school office administrator for the Upper Canada District School Board. In the selection of the recipient for an award, consideration will be given to:

1. An act(s) above and beyond that which would normally be considered the regular line of duty;
2. An action or initiative which improves the workplace for both staff and students;
3. An advocate for staff, students, parents and public education;
4. Ability to work effectively with a variety of public within the community.

ETFO-Upper Canada Local Bursary (4 Bursaries of \$350)

The student must:

1. Be a child of a statutory member of ETFO-UCL;
2. Have applied to the Faculty of Education in Teacher Training for the next school year or applied for concurrent education program;
3. Have submitted a bursary application form to our Local Awards Committee;
4. Forward proof of acceptance at the Faculty of Education when available;
5. Preference will be given to first time applicants.

Excellence in Education Award (2 total)

Numerous criteria will be used in evaluating nominees, but the most important is the ability to inspire love of learning in students of all backgrounds and abilities. Candidates for the award will be considered on the basis of these criteria:

1. Concern for individual students and ability to inspire learning;
2. Ability and willingness to work cooperatively with fellow professionals;
3. Willingness to devote time and energy to activities which result in improved instruction for children;
4. Ability and willingness to make contributions to the field of education;
5. Examples of innovative practices started in their classrooms;
6. Other.

Honorary Life Membership Award

1. Honorary Life membership in the Local Federation may be granted to a candidate who shall:
 - a) Have served at least one full term of two years in a released position with the ETFO-UCL as the President or Vice-President and remained in good standing.
 - b) Have retired from teaching on a pension;
 - c) Have, in the opinion of the Local Awards Committee, given outstanding service at the local or provincial level as a member of the Executive, as a delegate to the Annual Meeting, chair of a committee, or any other activity which has contributed to the progress and well-being of the Local Federation.
2. Each retired ETFO-UCL member who is granted Honorary Life membership shall:
 - a) Be presented with a memento to indicate Honorary Life membership in ETFO-UCL;
 - b) Be entitled to all rights and privileges of Honorary Life membership in ETFO-UCL as identified in the Constitution.

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Educational Assistant Award (2 total)

The Elementary Educational Assistant of the Year Award may be granted to an Elementary Educational Assistant employed by the Upper Canada District School Board on the basis of these criteria:

1. Concern for student(s) and ability to enhance learning;
2. Ability and willingness to work cooperatively with fellow professionals, school administration and parents where applicable;
3. Willingness to devote time and energy to activities which result in an enhanced learning environment for students;
4. Innovative practices in the exercise of their position.

Early Childhood Educator Award (2 total)

The Early Childhood Educator of the Year Award may be granted to an Early Childhood Educator employed by the Upper Canada District School Board on the basis of these criteria:

1. Concern for student(s) and ability to enhance learning;
2. Ability and willingness to work cooperatively with fellow professionals, school administration and parents where applicable;
3. Willingness to devote time and energy to activities which result in an enhanced learning environment for students;
4. Innovative practices in the exercise of their position.

Custodian Award (2 total)

The Custodian Award may be granted to any person who functions as a custodian for the Upper Canada District School Board. In the selection of the recipient for an award, consideration will be given to:

1. An act(s) above and beyond that which would normally be considered the regular line of duty;
2. An action or initiative which improves the workplace for both staff and students;
3. An advocate for staff, students, parents and public education.

Procedure

1. The Local Awards Committee is not a research committee. It will depend on the information provided to establish the merits of the candidate.
2. The applications are processed by the ETFO-UCL Awards Committee and the Committee's decision taken forward to the Executive for approval.

Revised: Feb. 24, 2022

Executive Approval: March 23, 2022