

VOLUNTEER 'RECOGNITION OF APPRECIATION' AWARDS – OUTLINE PROCESS

There are three levels of 'recognition of appreciation' award:

- Certificate of Appreciation – for significant achievements and benefits to BCS as a direct result of the volunteer's personal contribution in a **single** voluntary role.
- Meritorious Certificate - for significant achievements and benefits to BCS as a direct result of the volunteer's personal contributions to **two or more** voluntary roles in **different areas** of BCS's work.
- John Ivinson Award – for significant achievements and benefits to BCS as a direct result of the volunteer's contributions on a **wide scope** of BCS's areas of endeavour, **significantly furthering** BCS's strategic aims and mission.

On an ongoing basis, BCS keeps track of its volunteers, their involvement and their contribution as well as a record of the awards they may have been given. This would highlight:

- A trigger to identify potential nominations for recognition of achievement awards

BCS staff and volunteers (and in fact any member) either as result of this trigger or independently nominate volunteers for recognition of appreciation awards. The nominator completes the first part of a nomination form, including justification against each of the criteria. The form guides them to the most appropriate award.

BCS Community team undertakes various checks with relevant parties and adds information so the form indicates the extent of voluntary service and any previous awards.

The Programme, Practice and Policy Committee (PPP) reviews the nomination (this may require iterations and additional information), and makes a recommendation to the Community Board who make a final decision whether to make the award. During this stage a citation will be drafted by PPP Committee based on the information provided. These stages may be done at committee / board meetings (which can add up to 6 months to the process) or via email.

The PPP Committee also considers whether to recommend nominees for honorary fellowship and/or external awards. Any recommendations would be made through the Community Board.

The Community team liaises with relevant parties to ascertain the most appropriate arrangement for presentation of the award. The arrangement will depend on the level of award, nature of the volunteer's involvement with BCS, their location and other logistical factors. For example, awards may be presented at local member group meetings or AGMs, at Member Group Conventions, at Board or Committee meetings, or other events or functions.

The volunteer is then notified via a suitable congratulatory letter (e.g. signed by the president) which invites them to the presentation event or asks them to contact the member groups' team to finalise the arrangements for them to get their award. During discussions with the volunteer the citation can be finalised.

The Community team follows this up and sees the process through to conclusion, ensuring the presentation is made and that their records are updated.

The awards are well publicised using a variety of media including IT Now and external facing publications.