

Acknowledgment of Volunteers and Board Members

INTENT

To ensure consistent and meaningful recognition of committee volunteers and board members for their contributions and service to the LAA

POLICY

LAA is committed to recognizing the invaluable contributions of its committee volunteers and board members. This policy outlines the methods of appreciation to ensure that all individuals receive consistent and respectful acknowledgment of their efforts.

Recognition Methods

1. Verbal Acknowledgment at Annual General Meeting (AGM)
 - a. All committee volunteers and board members will be publicly thanked during the AGM.
 - b. A designated speaker will express gratitude on behalf of the organization, highlighting specific contributions where appropriate.
2. Digital Certificate of Appreciation
 - a. Following the AGM, a digital certificate of appreciation will be emailed to each committee volunteer and board member.
 - b. The certificate will include:
 - i. Name of the individual
 - ii. Title/Role
 - iii. A brief message of thanks
 - iv. Date of the AGM
 - v. Signature of the LAA President or designated board member
 - c. Certificates will be sent within one week following the AGM to ensure timely recognition.

PROCEDURES

The Nominations Committee will be responsible for coordinating the verbal acknowledgments at the AGM and the preparation and distribution of digital certificates.

A list of all committee volunteers and board members will be maintained to ensure that no individual is overlooked.

REVIEW HISTORY**RELATED DOCUMENTS:**