

# **Embroiderers' Guild of Victoria**

## **Service Award Policy**

### **Policy:**

The Embroiderers' Guild of Victoria (EGV) will grant an EGV Service Award to a member who has significantly contributed to EGV over an extended time period. This award will be awarded with great consideration to a member who has clearly demonstrated sustained, extraordinary service and contributions to the Embroiderers' Guild of Victoria and its membership at large, and who has enriched and advanced the art of needlework.

### **Criteria:**

The candidate must be an active member of EGV in good standing and must have been a member of EGV for a minimum of 12 years, although not necessarily continuous years. Membership in another EAC chapter may count for up to one-quarter of the 12 year minimum requirement, to a maximum of 3 years. As well, the candidate will be someone who excels in at least two of the following criteria:

1. Has given special and notable service to EGV, such as participating in special projects, educational programs and or public speaking activities
2. Has engaged in mentoring activities which encourage others in the pursuit of the art of embroidery
3. Has served on the executive of EGV
4. Has quietly assumed responsibility for some of the routine tasks necessary to the smooth running of EGV
5. Is warmly welcoming to new members of EGV
6. Is a good ambassador who enhances the reputation of EGV

### **Nomination Procedure:**

Nominations must include a completed EGV Service Award Nomination form and two separate letters of recommendation in support of the nominee, one of which will be from the nominator.

Nominations to be received by April 1.

The Executive will then strike an ad hoc Executive Review Committee of not less than three members – at least one of who will be an executive member. The Review Committee will examine the contributions of the proposed candidate and compare them to the established criteria. The committee could invite the nominator(s) to be present for the discussion.

The Review Committee will report to the Executive as a whole as to whether the proposed candidate meets the established criteria. The executive will then vote on whether to accept or negate the recommendations of the Review Committee.

The executive will report in confidence to the nominator(s) who initiated the nomination. If the nomination is not accepted at that time, it may be reviewed at a later time.

If the nomination is accepted, the candidate will be presented with the Service Award at an appropriate time, preferably at the Annual General Meeting for that year. The Service Award shall be presented by the current president, or an appointed delegate.

**Review:**

This policy shall be reviewed as required.

Amendments to this policy may be proposed by the executive and/or an appointed Policy Review Committee and adopted after being discussed and voted upon by the general membership.

**Attachment:**

EGV Service Award Nomination Form

**Approval:**

Established: 2012. Revised: 2015, 2019

# Embroiderers' Guild of Victoria

## Service Award Nomination Form

### Nominee:

Name \_\_\_\_\_

Address \_\_\_\_\_

### Nominator:

Name: \_\_\_\_\_

Contact information: \_\_\_\_\_

### Letters of Recommendation:

Please list the name of the second person submitting a Letter of Recommendation for the nominee. Include both of the letters of recommendation with this form

1. \_\_\_\_\_

2. \_\_\_\_\_

### Information Required:

Research the following points for the nominee (use additional space if required). Include as much information as possible, referring to the Criteria in the Service Award Policy.

1. Is the nominee currently an active member of EGV? \_\_\_\_\_

2. For how many years has the nominee been an active member of EGV?  
\_\_\_\_\_ (or year of joining EGV) \_\_\_\_\_

3. List any chapter positions held by the nominee during their years of membership.

\_\_\_\_\_  
\_\_\_\_\_

4. List any national positions held by the nominee during their years of membership.

\_\_\_\_\_  
\_\_\_\_\_

5. Discuss the ways the nominee has contributed to EGV

a) List the special projects the nominee has participated in \_\_\_\_\_

\_\_\_\_\_

b) List any educational programs the nominee has participated in or initiated for the Guild

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

c) List any ways the nominee has been a good “ambassador” for EGV – any public speaking opportunities, welcoming new members and encouraging the participation of all members \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

d) Do you feel the nominee works quietly behind the scenes to ensure the smooth running of the guild for the enjoyment of all members? \_\_\_\_\_ if yes, explain how.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. Discuss the ways the nominee has mentored others in the art of embroidery – teaching, sharing

\_\_\_\_\_

\_\_\_\_\_

7. Has the nominee written or published needlework related articles, books, patterns, kits, etc?

\_\_\_\_\_

\_\_\_\_\_

8. What stands out most as a contributing factor to receiving this award?

\_\_\_\_\_

\_\_\_\_\_

9. Please add any other information that you feel may be pertinent

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_