

TOPRA 'TOP TEAM' AWARDS



Background

TOPRA has a Distinguished Service Award programme for individuals who have 'gone the extra mile' on a piece of volunteering work. There is no limit to the number of such awards given each year, nor to the number of awards a single person can achieve, but they can only get one in each year.

Sometimes, however, an exceptional outcome is not the result of a single persons' hard work, but due to the excellent work of the team that delivers, be it an ad-hoc working party, a permanent working party or a permanent standing committee,

TOPRA has therefore decided to acknowledge the work done by these teams by a new award the 'TOP TEAM' award.

The purpose of the award is to have a fun way to acknowledge excellent volunteer contribution, publicity for the behind-the-scenes hard work and a practical gift to the team as a thank-you.

Terms and Conditions

The TOP TEAM award will be decided annually and ratified at the September Board (or the meeting in the month prior to the Annual Review meeting).

Nominations may be made by any member or any staff member but not by a member of the team being nominated.

The Board may not be nominated as a TOP TEAM. However, teams led by or including Board members will be eligible.

The criteria for selection of the TOP TEAM will not be formally laid down and the decision is not to select the 'best' team based on set criteria but to use the information provided in the nomination to make a subjective judgement that will be accepted by 75% of STAR Panel members who express an opinion.

There is no limit to how many times a team can be nominated for a TOP TEAM award.

Process

Nominations must be made in writing using a form provided as a guide, and the nominator must address aspects of the team's work that make their performance exceptional, over and above what would be expected of any committee working for a professional organisation. The criteria will not be unduly prescriptive as it is anticipated that there will be many ways in which a team could be considered to be the 'TOP'.

Nominations will be submitted to the Executive Director, considered by the STAR panel ,who will make a recommendation for ratification by the Board. Ratification will take place at the Board meeting prior to the Annual Review meeting (usually September) and will occur only once a year .

The STAR Panel will make their considerations and deliberations in confidence and their decision is final (Unless the Board has an overriding good reason not to accept the recommendation).

Once selected the Executive Director will advise the Chairman of the team and ask for a list of all members of the team who have contributed during the year.

The winners (and from time to time, runners up) will be announced at the Annual Review Meeting, in the next In Touch, on the TOPRA web site and in the Annual Report.

Each member of the team will receive a certificate and the Chairman will be advised of a sum of money that the team can spend as they wish (usually on a team dinner).