



Volunteer of the Year Selection Process

Purpose:

The purpose of the Volunteer of the Year Award is to recognize outstanding contributions by a Community Member(s) for their volunteer work within the Prescott Lakes Community Association (PLCA).

Eligibility for the Award:

Those eligible to receive the award must be:

1. A member of the PLCA
2. A volunteer of the PLCA who has served since the previous PLCA Annual Meeting

Volunteer Award Committee:

The Volunteer Award Committee, an ad hoc body, shall be composed of five members as follows:

1. One member from the Voting Member Advisory Committee
2. One member from the PLCA Board of Directors
3. The PLCA Community Manager or their appointee
4. Two at-large PLCA members submitting Statements of Interest and having been approved by the Voting Member Advisory Committee

Process:

Committee Selection:

120 days prior to the PLCA Annual meeting, the Community Manager will alert the Voting Member Advisory Committee and the PLCA Board of Directors to each appoint a member to the Volunteer Award Committee. The Community Manager shall also select its representative to the Committee and solicit Statements of Interest from the Prescott Lakes Community for the two at-large member positions on the Committee.

Award Nominations:

The Community Manager shall announce via the PLCA web site and the PLCA newsletter (as applicable) the acceptance period for nominations for PLCA Volunteer of the Year. Nominations may be submitted by any PLCA member using the form available on the PLCA web site. The Community Manager will be responsible for collecting nominations and distributing them to the Volunteer Award Committee members. The Community Manager may also nominate candidates.

Volunteer Award Selection:

The Volunteer Award Committee shall hold its first meeting no less than sixty days before the PLCA Annual Meeting date. The committee will elect a chairperson, who will have a vote. The final award selection will be by majority vote of those present.

1. The communication to the Community Manager of the committee's selection shall be made no less than 20 days prior to the Annual Meeting.
2. The PLCA Board of Directors shall be notified by the Community Manager.
3. The PLCA Board of Directors may not alter the Volunteer Award Committee selection without finding a lack of due process as defined within this policy.
4. The Volunteer of the Year Award is to be presented at the PLCA Annual Meeting.