

PROCEDURE Teresa Way Award

1. PURPOSE

The purpose of this procedure is to explain the process in which Teresa Way Awards recipients are nominated, selected and presented with their awards.

2. SCOPE

This procedure applies to the management of the Teresa Way Awards.

3. DEFINITIONS

The Teresa Way Award is a Framed Certificate stating

“Teresa Way Award.

Presented in recognition of a significant contribution to people who are deafblind.”

The year presented is also placed on the certificate and the President of Senses Australia or the Chief Executive Officer signs the certificate.

The Award has no other plaque, monetary gift or other gift attached to it.

4. PROCEDURAL DETAILS

The Chief Executive Officer is responsible for calling for nominations for the Teresa Way Award each year, by a circular to all clients of Senses Australia, all Senses Australia Board members, executive directors, directors and managers.

Nominations may be made by any person and there is no limit to the number of nominations made by any one person.

Nominations must include

- the name of the person being nominated and their contact details
- the nature of the nominated person’s contribution to people who are deafblind
- the name of the person making the nomination and their contact details

In the call for nominations, advice must be given that the Board’s decision is final and no correspondence regarding the selection panel’s recommendations or the Board’s decision will be entered into.

Nominations must be open for one calendar month.

The Selection Panel

The selection panel is the Executive Team.

The Process of Selection

The Executive Team reviews the nominations at its meeting.

The Executive Team may seek additional information from any source regarding the contribution of the nominated person if they so wish.

The Executive Team may make their own nominations if they believe there is a clear omission in nominations.

The Executive Team attempts to make its decisions by consensus rather than by majority vote. Where there is not consensus the Board is advised of this.

The Chief Executive Officer presents all of the nominations, with the Executive Team's recommendation, to the Board for approval.

By resolution, the Board rejects or accepts the recommendation.

The Board's decision is final and no correspondence regarding the Selection Panel's recommendation or the Board's decision on the Teresa Way Award is entered into.

Presentation

The Teresa Way Awards are presented during either Deafblind Awareness Week, at the Annual General Meeting or at another Senses Australia event. If the recipients are unable to attend the Presentation, the Award is presented at another time convenient to the parties.

Records

The name of the recipients of the Teresa Way Award is published in the Annual Report in the year it is presented.

The Chief Executive Officer is responsible for ensuring a record is kept of Teresa Way recipients and the year in which their awards were presented.

5. RESPONSIBILITIES

It is the responsibility of each employee to ensure that they remain informed regarding Senses Australia procedures which impact upon their duties, and to work within them.

6. CONTINUOUS IMPROVEMENT

All Senses Australia employees are encouraged to provide feedback on this procedure to their supervisor, to ensure that it remains relevant and continues to reflect the actual manner in which activities are undertaken.

RELATED FORMS
Nil.

RELATED QMS DOCUMENTS
POLICY Teresa Way Awards

RELEVANT LEGISLATION AND STANDARDS
Nil.