



**WAREHAM TOWN COUNCIL**

## **Volunteer of the Year Award - Guidance**

All matters relating to the Volunteer of the Year Scheme will be treated as confidential.

### **Composition of the Selection Panel**

The composition of the Selection Panel shall be as follows:

Five members that will be a politically proportionate representation of the Council.

### **Nominations**

Nominees must have benefitted the town of Wareham.

Individual volunteers (including partners) and organisations may be nominated for the Volunteer of the Year award.

Members of the Selection Panel are not permitted to make nominations

A Chairman is to be elected and he/she is to have a casting vote, Standing Orders to apply.

The identification of the successful nominee will be left to the individual and will be awarded on merit as assessed by the Panel – rather than the number of nominations received in respect of any one nomination.

### **Administration of the Scheme**

Town Council officers will prepare a notice for public display calling for nominations; this notice will emphasise that any information submitted would be treated as confidential.

Nominations are to be received by the end of the first week in November with the successful nominee being invited to attend the Council's Christmas Reception.

The Selection Panel will meet during the second week in November every year to select the successful nominee/s for Volunteer of the Year.

Panel members are to be informed three days before the meeting of the nominations received so that declarations of interest, as per Standing Orders, will be considered.

Notices are to be displayed in as many places as possible during October/November e.g., shop premises, at the Town Hall on both exterior and interior noticeboards, on the Town Council website.

A letter will be sent to the successful nominee informing them that confidentiality is applied to the nomination and that the Council reserves the right to withdraw the award following any public discussion regarding the nominee before the award ceremony.

A printed certificate bearing the Town Crest and seal and signed by the Town Mayor will be prepared for presentation.

The successful nominee will be invited to the Town Council's Christmas Reception to receive the award, with up to two guests permitted.

Names of successful nominee/nominees will be added to the Volunteer of the Year Board in the Corn Exchange and unveiled at the Christmas reception.

It shall be the responsibility of the Council's Town Clerk, working with the Administration Officer as appropriate, to administer the scheme and ensure that all arrangements for notices/selection panel and the awards ceremony are made efficiently and in good time.