



# School Library Association of New Zealand Aotearoa Te Puna Whare Matauranga a Kura

## **SLANZA Awards Committee**

The SLANZA Awards Committee is responsible for the coordination and administration of the SLANZA Awards programme. It reports its recommendations to the National Executive for ratification.

The Awards Committee consists of up to 5 members appointed by the National Executive.

SLANZA awards are offered every two years. Where possible members are appointed for a four-year term. The National Executive designates the Awards Chair for four years, appointing wherever possible someone who has already served on the SLANZA Awards Committee. It is desirable that half the Awards committee retires each two year term so that the whole committee is not new.

Any vacancy occurring on the SLANZA Awards Committee will be filled by appointment by the National Executive. This member will serve until the expiration of the term for which the vacancy occurred.

Members of the Awards Committee cannot be nominators or referees for any Awards being considered during their term on the Awards Committee.

Members of the Committee can be recipients of awards, but must not be present when the Awards Committee is discussing their case.

## ***Responsibilities***

Members of the SLANZA Awards Committee are responsible for: -

1. Administering the awards presented in the name of SLANZA and known as a SLANZA Award.
2. Making recommendations to the National Executive on all policies relating to awards to be made by SLANZA.
3. Reviewing the appropriateness of existing SLANZA Awards at least every four years to ensure conformance with SLANZA goals and objectives and consistency of application. Reports from the Awards Chair provide the basic information for this review to National Executive.
4. Recommending modifications, cancelling or suspension of existing SLANZA Awards.
5. Making recommendations for proposed new awards.
6. Publicity. The Awards Chair will publicise the awards programme every two years once the National Executive has ratified the Awards by:
  1. Preparing the awards announcement for the SLANZA Media Person to promote to encourage applications and nominations.
  2. Sending Principals and Chairpersons of the Board of Trustees a letter advising them of their staff person's success.
  3. Publicising the successes in the awardees' local newspapers and any other appropriate medium.

## **Procedures**

### **Applications/Nominations**

The SLANZA Secretary should receive applications/nominations from individuals or nominators by the last day of term one full term before SLANZA's biannual conference. Each nomination/application should be submitted in writing and accompanied by a statement of support.

Receipts of each application/nomination will be promptly acknowledged by the Secretary to the person who made the application/nomination.

Names of people applying/nominated will be checked by the Secretary with the Membership Secretary to confirm eligibility before sending them to the Awards Committee.

### **Award meeting**

All Award meetings will be closed when considering merits of individuals or projects for Awards. All applications are confidential to the Award Committee, particularly unsuccessful applications/nominations.

The Awards Committee is not obliged to make any awards should there not be suitable candidates. On the other hand there is no limit to the numbers of awards given in any one year to suitable candidates.

The Awards Committee will be provided with a copy of all applications/nominations prior to the Award meeting by the Secretary. Should a member of the Awards Committee be nominated for an award they will not be given a copy of that nomination.

Once the National Executive has confirmed the Awards the Awards Chair may contact awardees and should request a head photograph and approval of a brief biographical sketch for use in publicity release.

The Awards Committee is responsible for writing the citation for presentation at the SLANZA annual conference. The citation should:

1. Include pertinent information succinctly stated, as to why the winner was successful.
2. Not exceed 200 words in length.
3. Exclude biographical information except where it is relevant to the award.

All successful candidates are announced at the SLANZA Annual Conference and if they are at the conference presented with SLANZA Award Certificates.

Any awardees not at the conference will be presented with their award at a Branch function.