

## **VOLUNTEER OF THE YEAR SCHEME – GUIDANCE**

### **1. Introduction**

The awarding of the title by Wareham Town Council of Volunteer(s) of the Year shall be carried out in accordance with the following procedure.

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

### **2. Nominations**

Nominations may be made by:

- A member or members of the public living within the town boundary.
- An organisation within the town boundary.

### **3. Nomination Criteria**

Nominees must have demonstrated they have benefitted the town of Wareham.

Individual volunteers (including partners) and organisations may be nominated for the Volunteer of the Year award using the attached form at the end of this guide.

Members of the Selection Panel are not permitted to make nominations

A Chairman shall be elected, and they will have a casting vote in the event of a tie.

The selection of the successful nominee will be awarded on merit as assessed by the Panel, rather than the number of nominations received in respect of any one nominee.

### **4. Composition of the Selection Panel**

The composition of the Selection Panel shall be as follows:

- Five members to consider nominations and able to meet the required time commitment to consider nominations received.
- Interests should be declared where the member personally knows or is related to the nominee and the member should refrain from voting on that nominee.
- A chair shall be elected to have a casting vote in the event of a tie. Should the Chair have an interest in any of the contending nominees, as stated above, an alternate Chair shall be elected from the remaining members of the selection panel.

### **5. 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.

A letter will be sent to the successful nominee(s) informing them of their successful nomination. The letter shall:

- describe that they have been independently, and confidentiality nominated and selected after panel consideration.
- request intention to accept the award
- request RSVP of the date and time the award will be given to the nominee.
- request consent to be named as the winner publicly for the purposes of Town Council public engagement and communications.
- advise that the Council reserves the right to withdraw the award following any public discussion regarding the nominee before the award ceremony
- advise that the award remain confidential until the presentation ceremony

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

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

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, or appropriate staff identified by the Clerk, to administer the scheme and ensure that all arrangements for notices/selection panel and the awards ceremony are made efficiently and in good time.

## **6. Timescales**

Nominations are to be received by 8 November 2024 with the successful nominee being invited to attend the Council's Christmas Reception on 12 December 2024.

The Selection Panel will receive nominations in the week commencing 11 November 2024 for selection and voting on the successful nominee/s.

Voting will be done in the Town Hall by way of anonymous voting slip, with individual members voting independently of each other. Voting shall be completed by Friday 15 November 2024.

The successful nominee will be confirmed to the Full Council meeting on 26 November in a confidential session for ratification.



## Wareham Town Council Volunteer of the Year 2024

### **NOMINATION FORM**

#### **PART A.** - Your Contact details:

Name and Organisation name (if any):

Your address (or your Organisation's address):

Email:

Tel:

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#### **PART B.** - Details of the volunteer you wish to nominate:

Name of Nominee:

Address of Nominee:

Name of Organisation the person volunteers with:

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#### **PART C.** - Judging Criteria for Volunteer of the Year

The next page needs to be completed to allow an independent judging panel to select the most appropriate nominee for the Award.

In no more than 100 words for each, please complete the "**Activity**", "**Accomplishment**" and "**Impact**" sections below supporting statements for the nominee outlining their contributions in these areas. The following are things to consider which will help judges to assess against their criteria:

- Has the volunteer been dependable and enthusiastic?
- Have they had a positive impact on their community, group/club members or service users?
- Have they shown responsibility or demonstrated leadership qualities?
- Have they been creative or used their own initiative?
- Has their involvement gone beyond what would normally be expected of a volunteer?
- Have they overcome barriers to volunteering e.g. disability, family/work commitments?

**Activity**: Briefly describe the nominee's volunteering role.

**Accomplishment**: Explain the impact the nominee has had on the community or services users.

**Impact**: Every volunteer is worth of recognition. What makes the accomplishments of this nominee more significant than all others?

Thank you for taking the time to nominate a volunteer. The successful nominee will be announced at the Council's Christmas Reception on 12 December 2024.