



## THE RAOUL LÉGER MEMORIAL AWARD POLICY AND PROCEDURES

**Policy:** The Raoul Leger Memorial Award will be presented on a yearly basis to a social worker who is a current member of the NBASW or awarded posthumously and who has made a significant contribution to the advancement of the practice of social work and social justice. The Award is presented in memory of Raoul Leger, a social worker who devoted his career and gave his life for the advancement of social justice in Guatemala.

### **Procedure:**

#### **1. Notification:**

A notice regarding the award will be sent to all members of the NBASW each year in the Fall. This notice will consist of the information sheet regarding the award.

#### **2. Nominations:**

- In any given year, nominations will be accepted until February 28
- Nominations may be submitted from the social work community, from colleagues, the general public or from the Board of the NBASW.
- Nominations must be submitted using the proper nomination form (Appendix 2) and be accompanied by all the required information and documentation
- Nominations will be translated only if required for selection purposes.
- The Executive Director will be responsible for the receipt of all nominations for the award. Once the deadline for nominations has passed, the Executive Director will ensure that copies of all nominations are forwarded to the members of the Selection Panel in any given year. These will be sent in such a fashion as to protect the confidentiality of the nominations. The originals will be kept at the NBASW office.

#### **3. Selection Process:**

- By December 31st of each year, a Selection Committee will be appointed by the Board of Directors.
- The Selection Committee will be composed of three registered social workers. Whenever possible, at least two members of the Selection Committee will be former recipients of this award. The third member will be the Vice President of the Board who will be the Chair.
- The Selection Committee will meet by conference call. This can be arranged by the NBASW office staff or by the Chair of the Committee and all costs will be borne by the Association.
- The Selection Committee may verify the accuracy of any information provided in the nomination.
- In making this selection, the Selection Committee will apply the Selection Criteria and

Point System (Appendix 3) and the evaluation form (Appendix 4). The nominee with the highest overall score whose nomination meets all the criteria as outlined in the policy and on the nomination form and who has attained a score of no less than 30 will be chosen.

- By April 1, the Chair of the Committee will forward the Committee's recommendation from the nominees for that year, to the Executive Director who will forward it to the Board for consideration at its next meeting.
- Nominations who meet the criteria for the award (30 points) will be retained for three calendar years from date of submission for future consideration.
- Once the Board has made its final selection, the Executive Director will inform the recipient and will arrange for the award to be made and for the presentation of the award.

#### **4. Presentation of the Award:**

The award will be presented at the banquet preceding the Annual Meeting.

- The President will make the presentation.
- Within reason, family members of the recipient will be invited to attend the presentation.
- The NBASW will cover the following costs related to the award and its presentation:
  - All expenses related to the selection of the recipient
  - Production of the award
  - The photographer
  - The expenses for the recipient and his or her spouse and one family member (travel, lodging and meals, including the banquet, in accordance with the NBASW's rates)

Approved by the Board of Directors  
February 21, 2014