

## COMMUNITY SERVICE AWARD

As part of the National Council's efforts to recognize and encourage the public service that Social Security Management Association members provide to their communities, it has established a national community service award. This award will be presented annually to a management association member chosen by the civic clubs, humanitarian deeds, etc. This award assumes a special importance because of the current public perception of the federal employee.

### Selection Criteria

Nominees are judged on various activities that indicate an involvement in their respective communities. There is not point distribution system. Information to be provided should include, but is not limited to:

- Organizations - list the organizations that the individual is involved in along with a short description of that organization's purpose. This could include civic clubs, volunteer organizations, charitable agencies, local government, etc.
- Positions - the different positions held in various organizations and brief description of the duties associated with that position.
- Service performed - services an individual has performed that have benefited the community. These could be performed while a member of an organization/group or on an individual basis. Services could be humanitarian deeds, volunteer services, etc.
- Awards - other awards received in recognition of services performed in the community.
- Duration - the duration and time period that these community activities took place should be included.

### Other Guidelines

All members in good standing of the Social Security Management Association are eligible.

The information provided regarding community activities will cover the time period starting at least three years prior to the date for submitting nominations.

### Screening and Selection Process

Each regional association will arrange to have applications submitted to its central screening point. Only one nomination per region will be submitted to the National Vice President.

The material to be submitted will include a nomination form, information covering nominees not to exceed three typewritten pages, and a signed cover letter from the regional president expressing support for the nomination.

The nominations should be sent to the Vice President of the National Council by August 15 of each year. This will ensure sufficient time to screen and select the winner so the announcement can be made at the October meeting.

All nominations will be reviewed by the members of the Public Image Committee. Each member will independently review the nominations and rate them based solely on their merit. In rating the nominees, the one considered the most worthy will receive a numerical grade equal to the total number of nominations received with ranking going down from that point. For example, if there are 10 nominations, the most worthy will be ranked 10, the second most worthy rated 9, etc. The assigned chairperson of the committee will add up the ratings of each nominee. Any nominee who receives the top ranking from at least 4 committee members will automatically be referred to the National Council as the recommended winner. Otherwise, the nominee with the highest score will be recommended. In the event of a tie, the committee will recommend co-winners.

#### Award

The National Community Service Award will be a suitably inscribed plaque. The award will be presented at the Annual Meeting. In addition, the National Council will pay necessary expenses, as determined by the Executive Committee, for the awardee's presence at the presentation.

#### Publicity

The Vice President of the National Council will be responsible for adequate publicity about the award and its criteria, using M.A.S.S. media and other effective methods. The Vice President will also ensure that each Regional Association representative on the National Council receives a copy of the award criteria and nomination form. In conjunction with this, the Vice President should make all of the NC representatives aware of their responsibility to publicize the award in their own regional association and to encourage suitable nominations from their membership.

In addition, following the presentation of the award, the Vice President will be responsible for publicizing the receipt of the award, not only through M.A.S.S. media, but, with consent of the awardee, through other SSA media channels and the recipient's home town newspaper.