

ASSOCIATION OF PROFESSIONAL ADMINISTRATORS

Thompson Rivers University, Box 3010, Kamloops, B.C., V2C 5N3



Recognition and Support Policy

Whereas the Association of Professional Administrators (the Association) values the interests of its membership and the university community; and,

Whereas there will be occasions when recognition or support is deemed appropriate by the Executive; and,

Whereas that the resources of the Association are modest:

Be it resolved that the following draft policy be a guideline for the Association to follow in assuring that recognition and support are equitable and affordable.

Recognition:

1. **Service to the association:** At each Annual General Meeting, members who have served the Association will be recognized for their contribution.

Recognition:

2. **Service to the association:** At each Annual General Meeting, members who have served the Association will be recognized for their contribution.
 - a. **Service on committees:** After actively serving a full two-years on **one or more Association committees**, a member will be recognized by the presentation of a service award with a value up to \$25.
 - b. **Extraordinary contribution:** Each year the **APA President** will call for nominations by the membership of an individual who is deserving of recognition for extraordinary service to the Association. An award with a value up to \$50 shall be presented by the President **or other APA Executive member**.
 - c. **Service on committees:** After actively serving a full two-years on one or more Association committee, a member will be recognized by the presentation of a service award with a value up to \$25.
 - d. **Extraordinary contribution:** Each year the executive will call for nominations by the membership of an individual who is deserving of recognition for extraordinary service to the Association. An award with a value up to \$50 shall be presented by the president.

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3. **Retirement:** Retirement of Association members shall be recognized with the presentation of a card and a modest gift, based on the length of time served as a member.

Support: The Association wishes to lend its support to the following:

1. **Membership:**

- a. **Illness:**

- 1) Card, to be sent by the Association Secretary-Treasurer; and,
 - 2) plant with a value not to exceed \$35.

- b. **Bereavement:**

- 1) Card, to be sent by the Association Secretary-Treasurer, and;
 - 2) Plant or charitable donation, not to exceed \$50.

- c. **Celebratory:** As identified by the membership and communicated to the Secretary-Treasurer, a card will be sent to acknowledge the occasion.

2. **Workshops:** In recognition of the need for members to constantly work toward excellence in administration and leadership, the APA will support workshops, within the following guidelines:

- a. Up to one workshop per term as identified by a yearly membership survey.
 - b. Fees will be drafted to cover costs over and above those budgeted for yearly workshops.
 - c. Differential fees will be charged to members and non-members.

3. **TRU**

- a. Back-to-School Bar-B-Que - \$250
 - b. Other events (i.e. Safety Week).

Allocation of Resources for Recognition and Support:

The allocation of resources shall be determined each year through identification of our needs and strategies and the budgeting process.