

	POLICY NAME: <b>RECOGNITION OF BOARD &amp; COMMITTEE SERVICE</b>	
APPROVING BODY: Board of Directors	NUMBER: 005	Version: 1.1
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### **Policy**

Directors (elected and ex-officio) will be recognized with an appropriate gift indicating CEMA's appreciation for his/her years of voluntary service to the board.

This token of appreciation shall be presented to the departing Director at the last regular meeting of the Board marking the end of his/her service.

### **Procedure**

1. In March of each year, the Board will identify those Directors planning to end their Board service and discuss appropriate options for recognition gifts.
2. The following provides a general guideline for the selection of gifts based on the number of terms of service:

<b>Terms* of Service</b>	<b>Gift(s)</b>	<b>Monetary Value</b>
<b>1</b>	CEMA Engraved Item as per approved listing	\$100
<b>2 plus</b>	CEMA Engraved Item as per approved listing	\$200

*\*Term = 3 years, as per the Bylaws*

3. The Executive Committee will make a recommendation to the board to provide up to an additional \$150 towards a personalized gift for long-term members who have served more than two terms. This gift shall not exceed a monetary value of \$300.
4. All non-board committee members will receive a nominal gift of appreciation for their service as determined by the board.
5. Upon direction from the Officers of the Board regarding the recognition gifts, the arrangements for purchase will be the responsibility of the Executive Secretary.
6. A preferred list of CEMA Engraved Items will be provided to the board, subject to revision annually. This listing will be used for item 2 above.