

	POLICY NAME: RECOGNITION OF BOARD & COMMITTEE SERVICE	
	APPROVING BODY: Board of Directors	NUMBER: 005
EFFECTIVE DATE: December 9, 2014	MANUAL: Governance	
LAST REVIEW DATE: January 13, 2015	SECTION:	
REVISION DATE: January 30, 2020	PAGES: 1 of 1	
NEXT REVIEW DATE: January 2021	COMMITTEE OVERSIGHT: Officers of the Board	

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 - April 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 years of service as a Board member:

Terms* of Service	Gift(s)	Monetary Value
1	Gift Card	\$100
2 plus	Gift Card	\$250

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

3. All non-board committee members will receive a letter of appreciation for their service at the end of each Board year.
4. Upon direction from the Officers of the Board regarding the recognition gifts, the arrangements for purchase will be the responsibility of the Executive Coordinator.