

019 - OPLB Order of Friendship

The Board of the Ottawa Public Library (OPL) maintains the Order of Friendship to recognize exceptional volunteer contributions made to the OPL by individuals, groups, and / or institutions. Eligible contributions are those that help to improve the OPL's ability to deliver services to the community, furthering the OPL's mission.

Parameters for consideration include:

- Duration of volunteer contribution.
- Measurable impact and public benefit of contribution.
- Link to OPL Mission – to inspire learning, spark curiosity, and connect people.
- The work was completed as true volunteerism (neither part of their professional duties nor paid for contribution).

The Order of Friendship recipient(s) shall be recognized with a framed certificate and an official OPL engraved gift to the recipient(s). The Order of Friendship is a one-time achievement.

The CEO or designate shall solicit nominations from trustees in April of the 2nd and 4th years of the term of the Board. Any member of the Board may nominate an individual, group, or organization for the Order of Friendship.

- Nomination forms (Appendix A) will be distributed to Trustees and must be completed for each nominee; including details regarding how the nominee merits the award.
- Nominations will be reviewed by an Ad-Hoc Working Group of the Board established to review nominations and provide recommendations to the Board.
- The decision to award the OPL Order of Friendship is through a vote by the OPL Board.
- A presentation will made to the Order of Friendship recipient(s) at a Board meeting in Q4 of the respective years.

Effective Date:	Last Review Date:
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