

Criteria for Divisional Awards

General

- **The Division Governor of the year to which the awards pertain makes the final decision for all Divisional awards.** He/she may consult with the Division Council and the appropriate Area Governors, but the decision is the Division Governor's alone. If the Division Governor is not able to make a decision, due to illness, injury or other cause, the incoming Division Council should make the decision, consulting with the previous Area Governors as appropriate.
- These awards will be presented at the first Division Contest of the year (ie. the Humorous and Table Topics contest in Sep-Oct) for the previous year, ie. the 02-03 recipients received their awards in Sep 2003.
- The awards are to be presented, where possible, by the Division Governor of the year to which the awards relate –ie. Bernie Collins is to present the awards for 2003-04 in Oct 2004. If the Division Governor is unable to do so, they should nominate a replacement, ideally either one of his/her Staff Officers or the new Division Governor.
- The Division Governor and Area Governors for the year of the award are ineligible, in line with District awards. Divisional Staff Officers may be considered.
- All criteria are guidelines and are not meant to be exclusionary. For example, if a club has contributed much to their Area and the Division, but has not become Distinguished, they can still receive the Club of the Year award.

Nominations

- All nominations should address the award criteria as much as practical.
- Nominations should be sent in writing (e-mail is acceptable) to the past Division Governor as soon as possible after 30 June.
- Contact information of the nominator must be included.
- Only one nomination for each award per person, and no-one is obliged to submit a nomination for any award.
- The table below shows who can submit a nomination for each award:

Award	Who can Nominate?
Jack Grundy	Clubs and Area Governors
Club of the Year	Area Governors
Toastmaster of the Year	Any member in Monaro Division

Jack Grundy Trophy – Sergeant-at-Arms

The trophy recognises outstanding service as a Sergeant-at-Arms in a Toastmaster's club within the Monaro Division.

Criteria might include (but are not limited to):

- dedication in carrying out all the regular tasks of the role – this can include nominating a "deputy" to undertake these duties to cover absences;
- being an excellent "master host" for the club;
- undertaking task(s) above and beyond the call of duty; and
- a positive, upbeat, can-do attitude.

Club of the Year

The Club of the Year award is designed to acknowledge the club (or clubs) that have performed well and have contributed to the betterment of Toastmasters in the Division. If the club has received an award from District, they are still eligible for this award.

Criteria might include (but are not limited to):

- Achievement of Distinguished status (being President's distinguished does not automatically mean a club should receive this award, it is one of many possible criteria);
- Contributions to the Division – such as organising a Division event (eg. a contest);
- Contributions to the Area – such as organising an Area event (a contest, educational, etc);
- Good club climate with active and contributing members;
- Participation in events by members, such as Canberra Day Stall, members participating in Area and Division events;
- Attendance at BOTH club officer training sessions; and
- Commitment to the goals of the Area, Division and District for the benefit of all members in Monaro Division.

Toastmaster of the Year

The Divisional Toastmaster of the Year is designed to recognise the achievements of an individual within the Division. Receiving an award at any other level (ie. club, area, District) does not disqualify someone for this award as well.

Criteria might include (but are not limited to):

- Regularly attending club, Area and Divisional functions (such as contests, training, etc);
- Providing assistance at club, Area and Divisional events;
- Attendance at District conferences (financial capacity should be taken into account);
- Service over a number of years (not designed to exclude a new member);
- Organising events (designed to capture the "behind-the-scenes" people); and
- a positive, up-beat, can-do attitude.