



# **Criteria and Procedures for the Recognition of Exceptional Contribution by EAPA-SA Members**

**Revised August 2019**

*Ensuring excellence in Employee Assistance Programmes*

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## 1. Introduction

This document describes the criteria which should be applied in the process of identifying members for purposes of allocation of an award. Any such award would typically be awarded during the annual national conference/annual general meeting (AGM).

## 2. Categories of Awards

### 2.1. Awards to Chapters

#### 2.1.1. EAPA-SA Chapter of the Year

##### 2.1.1.1. Criteria

The Chapter must fulfil the following requirements:

- Be an approved Chapter of EAPA-SA.
- Have made a significant contribution to the EAP profession during the period since the previous AGM and Conference to date, e.g. EAP training, research, workshops
- Have made a significant contribution to growth of membership through an effective recruitment strategy, marketing strategy as well as strategic planning.

##### 2.1.1.2. Nature of the award

The awardee would typically receive a printed certificate, tailor made for this and properly framed after being signed by the EAPA-SA President and EAPA-SA President Elect.

The certificate will be awarded to the Chairperson of the Chapter in whose possession it will be kept. The certificate needs to be passed on to future chairpersons at the end of official term.

### 2.2. Awards to Individuals

#### 2.2.1. EAPA-SA President Category

##### 2.2.1.1. Criteria

The Nominee must:

- Have served EAPA-SA in the capacity of President for a minimum period of five years (prescribed duration of term of office) – duly nominated at an AGM and elected by fellow-board members according to the Constitution of EAPA-SA;
- Be a paid-up member of EAPA-SA and EAPA-SA Chapter;
- Have attended more than 75% of the EAPA-SA Board meetings.

### **2.2.1.2. Nature of the award**

EAPA-SA President Category nominee would typically receive the following:

- A blazer (Navy Blue) with the EAPA-SA logo– specially designed for this award;
- A plaque – properly printed and mounted (See Annexure for example of wording);
- Such awards will typically be made at the end of term of office.

### **2.2.2. Individual EAP practitioner and Professional of the year**

#### **2.2.2.1. Criteria**

The Nominee must:

- Be a paid-up member of EAPA-SA;
- Have attended more than 75% of the Chapter meetings;
- Have made a significant contribution to the EAP profession during the period between the previous AGM and Conference to date e.g. EAP training, research, successful management of an EAP, presentation of papers, actively involved in or responsible for board or Chapter matters;
- Always be willing to serve and help new members;
- Be willing to share experience and knowledge.

#### **2.2.2.2. Nature of the award**

- Individual EAP practitioner and professional of the year would typically receive a mounted plaque, tailor made for this. (See annexure for example of wording);
- A financial award to amount of R2000,00.
- Such an award will typically be made on an annual basis during the annual national conference.

### **2.2.3. EAPA-SA Board Member Category**

#### **2.2.3.1. Criteria**

The Nominee must:

- Have served the EAPA-SA in the capacity of Board member for a minimum of five years (prescribed duration of term of office), duly nominated and elected at an AGM – according to the Constitution of EAPA-SA;
- Have made a significant contribution to the Association during his or her term of office;
- Be a paid-up member of EAPA-SA and EAPA-SA Chapter;
- Have attended more than 75% of the Chapter meetings.

### **2.2.3.2. Nature of the award**

The EAPA-SA Board Member Category nominee would typically receive:

- A printed certificate, properly framed, after being signed by the newly elected EAPA-SA President and EAPA-SA President Elect;
- A financial award to the amount of R4000,00.
- Such an award will typically be made on an annual basis during the annual national conference at the end of term of office.

### **2.2.4. EAPA-SA Special Recognition Awards**

#### **2.2.4.1. EAPA-SA Special Projects Category**

##### **2.2.4.1.1. Criteria**

The Nominee must:

- Have launched a specific project with success;
- Project may have been initiated by him/herself or allocated to him/her;
- Be a paid-up member of EAPA-SA and EAPA-SA Chapter;
- Have attended more than 75% of the Chapter and/or Board meetings.

##### **2.2.4.1.2. Nature of the award**

The Awardee would typically receive;

- A mounted plaque, tailor made for this;
- Such an award will typically be made on an annual basis during the annual national conference.

#### **2.2.4.2. EAPA-SA Outstanding/Exceptional EAP Professional Category**

##### **2.2.4.2.1. Criteria**

The Nominee must

- Be professionally qualified;
- Be registered with an appropriate statutory body;
- Have a proven record of dedication to the EAP profession through constructive involvement in EAPA- SA board activities;
- Have a proven record of dedication to the EAP profession through continuous contribution according to any of the core competencies as supported by EAPA-SA;
- Have a grounded knowledge of the EAPA-SA Standards;
- Have participated in international EAP-related activities, i.e. delivered a paper at an EAPA International Conference;
- Have participated in national EAP-related activities, i.e. delivered a paper at an EAPA-SA conference;
- Have published in acknowledged appropriate scientific journal(s);
- Be a paid-up member of EAPA-SA and EAPA-SA Chapter;

- have attended more than 75% of the Chapter meetings.

#### **2.2.4.2.2. Nature of the award**

- This award should be seen as a unique award in the sense that very few individuals will qualify for it – and by no means will it be an award typically allocated on an annual or even a bi-annual basis.
- A Blazer with the EAPA-SA logo and scroll on it.
- A plaque properly framed after being signed by the newly elected EAPA-SA President and EAPA-SA President Elect.

#### **2.2.4.3. EAPA-SA Recognition for EAP For Africa Project Category**

##### **2.2.4.3.1. Criteria**

The Nominee must:

- Have been a member of the EAP for project
- Made meaningful contribution towards the initiation of the EAP for Africa projects;
- launched a specific project with success;
- Project may have been initiated by him/herself or allocated to him/her;
- Be a paid-up member of EAPA-SA and EAPA-SA Chapter;
- Have attended more than 75% of the Project committee meetings.
- Have a written recommendation from an Africa Chapter Chairperson or committee member on how they contributed.

##### **2.2.4.3.2. Nature of the award**

The Awardee would typically receive:

- A mounted plaque, tailor-made for this.

#### **2.2.4.4. EAPA-SA Service Provider Category**

##### **2.2.4.4.1. Criteria**

The Nominee must:

- Have served EAPA-SA in the capacity of Service Provider for a minimum of five consecutive years.
- Have made a significant contribution to the Association and industry during this period;
- Be a paid-up member of EAPA-SA and EAPA-SA Chapter;
- Have attended or had representation in 50% or more Chapter meetings annually. (Min 2 meetings annually)

##### **2.2.4.4.2. Nature of the award**

The EAPA-SA Service Provider Category nominee would typically receive:

- A printed certificate properly framed after being signed by the newly elected EAPA-SA President and EAPA-SA President Elect;
- Such awards will typically be made during the AGM/conference.

• The Awardee would typically receive a mounted plaque – tailor-made for this.

### 3. Procedure for nomination

#### 3.1. Procedure for nomination of EAPA-SA Chapter of the Year

- Nomination will be made by the EAPA-SA Board;
- The merits of a nomination for this award will be decided upon by the Board having reviewed the Chapter reports for that year;
- Chapter representatives should attend at least 75% of the Board meetings for that year;
- Must provide proper written motivation, stipulating reasons for nomination together with impact made;
- Must provide details of Chapter.

#### 3.2. Procedure for nomination of Individual awardees

- Nominations may be made by any registered paid-up member of EAPA-SA;
- Nomination must include details of individual making the nomination;
- Nomination must include details of at least two, registered paid-up members of EAPA-SA;
- Proper written motivation must be provided, stipulating reasons for nomination together with impact made;
- Nomination must be endorsed by the Chapter chairperson of whom the nominee is a registered paid-up member.

#### 3.3. General

- Requests for nominations should be communicated by the Administrative officer of the Board at least four weeks prior to the annual national conference and general meeting;
- Details must be forwarded to the Administrative Officer: EAPA-SA two weeks before the annual national conference and general meeting;
- A sub-committee consisting of the President, President Elect, Immediate Past President and Convenor of Finances would consider nominations and make recommendations to the Board;
- Majority vote of EAPA-SA Board members is required for allocation of awards;
- EAPA-SA Board reserves the right not to make an award - should no nominations be received;
- EAPA-SA Board reserves the right not to make an award – should the nominees not meet the expected criteria;
- Awards are made either at the AGM or the President's Gala Dinner – during the annual national conference, which ever occasion seems the most appropriate;
- Although a nominee may be awarded more than once, the physical award/prize other than a certificate/plaque - may not be repeated;
- Should a nominee be allocated a blazer and be awarded in the same category for a second time, the acknowledgement can be made by means of a 'scroll' underneath the badge/logo stipulating the nature of award and time span, i.e. 'EAPA-SA PRESIDENT 2009-2011'.



Employee Assistance Professionals Association of South Africa

**EAPA-SA Chapter of the Year**

Presented to

**[Insert Chapter]**

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In recognition of the Chapter's commitment and contributions to the employee assistance profession and the Employee Assistance Professionals Association of South Africa

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[Number of Conference, e.g. 13th] Annual Conference  
[Insert venue] [Date of Conference]

Sponsored by [Name of Sponsor]





Employee Assistance Professionals Association of South Africa

**President of EAPA-SA**  
**[Insert term of office]**

Presented to

**[Insert name of recipient]**

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In recognition of your commitment and contributions to the employee assistance profession and the Employee Assistance Professionals Association of South Africa

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[Number of Conference, e.g. 13th] Annual Conference  
 [Insert venue] [Date of Conference]

Sponsored by [Name of Sponsor]



Employee Assistance Professionals Association of South Africa

### **Individual EAP Practitioner of the Year**

Presented to

**[Insert name of recipient]**

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In recognition of your commitment and contributions to the employee assistance profession and the Employee Assistance Professionals Association of South Africa

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[Number of Conference, e.g. 13th] Annual Conference  
 [Insert venue] [Date of Conference]

Sponsored by [Name of Sponsor]



Employee Assistance Professionals Association of South Africa

**Individual EAP Professional of the Year**

Presented to

**[Insert name of recipient]**

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In recognition of your commitment and contributions to the employee assistance profession and the Employee Assistance Professionals Association of South Africa

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[Number of Conference, e.g. 13th] Annual Conference  
 [Insert venue] [Date of Conference]

Sponsored by [Name of Sponsor]



Employee Assistance Professionals Association of South Africa

**EAP for Africa Special Project Award**

Presented to

**[Insert name of recipient]**

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In recognition of your excellent contribution, achievement and talent as member of EAP for Africa project within Employee Assistance Professionals Association of South Africa

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[Number of Conference, e.g. 13th] Annual Conference  
[Insert venue] [Date of Conference]

Sponsored by [Name of Sponsor]



Employee Assistance Professionals Association of South Africa

**EAPA-SA Service Provider Award**

Presented to

**[Insert name of recipient]**

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In recognition of your commitment and contributions to the employee assistance profession and the Employee Assistance Professionals Association of South Africa

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[Number of Conference, e.g. 13th] Annual Conference  
 [Insert venue] [Date of Conference]

Sponsored by [Name of Sponsor]



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