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## THE ALBERTA LIBRARY

### Policy and Procedures

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## MEMBERSHIP SERVICE RECOGNITION POLICY

### Statement of Intent:

The Alberta Library Board of Directors recognizes the service of individuals from The Alberta Library membership.

### Policy:

The Alberta Library recognizes the service of individuals from The Alberta Library's membership based on their level of contribution on committees and/or project teams.

The Alberta Library recognizes individuals that have made an outstanding contribution to the organization in terms of length of service and/or the implementation of a special project.

### Procedures:

"Service" will be defined as how long a member has been part of the Board, a specific committee or project team, not how long they have been participating in TAL.

Board members will be recognized for the length of service at the time of retirement and/or resignation from the Board.

Committee/project team length of service will be determined at the end of their tenure.

Less than two years	Letter of appreciation from TAL Board Chair with a carbon copy to member supervisor or board chair.
Two years and over	Letter of appreciation from TAL Board Chair with a carbon copy to member supervisor or board chair and a certificate of appreciation.
Outstanding Service Award	Letter of appreciation from TAL Board Chair with a carbon copy to member supervisor or board chair, a certificate of appreciation and an award not to exceed \$100 in value.

Individual committee and service teams may recognize members in addition to this policy. However such additional recognition will be at the discretion and expense of the individual committee or project team's members and outside the scope of this policy.