

**GUIDELINES FOR SELECTING RECIPIENTS OF CASSA
HONOURARY LIFE MEMBERSHIP**



CASSA-ACGCS

Promoting Quality Education for Our Students

1. Honourary Life Membership is a recognition of excellence in education at the national level and is intended to honour individuals who have contributed significantly to CASSA. Significant contributions at the provincial/territorial affiliate level will be considered only in light of their relevance to CASSA and its national mandate.
2. The CASSA Executive Director will receive and accept nominations for Honourary Life Membership between October 1st and May 16th for awards to be presented at the Annual Conference in July each year. Nominations received after May 16th will be considered only by consent of the Executive Council.
3. All nominations shall be made on a form provided by CASSA. No more than two additional pages of data may be submitted with the nomination.
4. Active CASSA members shall submit nominations through their provincial/territorial affiliate.
5. Associate members may send nominations directly to the CASSA Executive Director.
6. An annual notice soliciting nominations shall be sent by the CASSA Executive Director on or before November 1 to the President and Executive Directors/ Secretaries of CASSA affiliates and to active individual and associate members. The notice will include nomination forms and the selection guidelines.
7. The CASSA Executive will consider all nominations if received at the CASSA office by May 16th.
8. The Executive will consider the suitability of candidates based on responses in the Nomination Forms and, if applicable, to the one or two pages of additional information provided with the nominations.
9. The Executive will recommend, to the Board of Directors, candidates to be considered for Honourary Life Membership.



HONOURARY LIFE MEMBERSHIP NOMINATION FORM

NAME OF NOMINEE: _____

BUSINESS ADDRESS: _____

PRESENT POSITION: _____

1. CASSA Membership

- a) The nominee has been a member of CASSA for _____ years. Give dates of membership, if known: _____
- b) Briefly summarize involvement in CASSA at the Executive, Committee, Provincial/Territorial Affiliate level, etc.

List leadership positions in educational administration. (Maximum of 3)

List significant accomplishments of nominee. (Maximum of 3)

List honours that the nominee has received. (Local, provincial/territorial, national) (Maximum of 3)

2. Indicate offices held in provincial/territorial and/or national education organizations. (Maximum of 3)

Office: _____

Organization: _____

Office: _____

Organization: _____

Office: _____

Organization: _____

Indicate other professional or personal responsibilities of significance that were assumed by the nominee (Maximum of 3)

Some persons may be nominated with qualifications for which this instrument is inappropriate. If so, attach a statement of two pages or less, which would cite the person's achievements and contributions, justifying nomination for *Honourary Life Membership*.

Nomination Submitted By:

Name _____ Email Address _____

Signature _____

