

## Honours and Awards Committee – Terms of Reference

The Committee shall consist of the First Vice President as Chairman, Second Vice President and one or more members as deemed by the President.

The Committee shall meet three times yearly after ensuring all Legion Branches are notified, in advance, of these meetings and the deadline for applications.

The Committee shall review and approve or reject all applications for Honours and Awards within the Command (i.e., Life Membership applications are approved at Command level and passed on to Dominion Command for processing. Palm Leaf, MSM and MSA may only be recommended by this Committee and then forwarded to Dominion Command for final approval. Other Honours and Awards will be processed as per the Honours and Awards manual).

The Committee shall advise Legion Branches, who submit applications, not approved, to follow the Honours and Awards manual and to stress the importance of a properly written citation, to ensure the applicant receives the recognition, as applied for

### 1. General

Applications for awards submitted by branches must be signed by the District/Zone Commander before they are received at this office. Unsigned applications will be returned to the Branch. Life Membership applications/or previous award applications must accompany the MSM/MSA or Palm Leaf application. If a life membership application is not available, please advise the Committee as to why it is not available. Usually a life membership is given before an MSM/MSA however, under special circumstances consideration will be given to those Comrades who are aging and/or in declining health and have numerous dedicated years of service to The Royal Canadian Legion and have not been previously recognized by the Branch.

It is the policy of this Command that there be a five year waiting period between application/approval of major awards.

### 2. Applications for Life Membership

Only those Life Membership applications that are submitted complete with the covering cheque (made payable to Dominion Command) with completed Transmittal Form and Registration Form will be accepted for review.

### 3. Command Long Service Gift

Any member of Executive Council who has provided long time service to the Command will be eligible to receive a gift on retirement from service.

### 4. Example Citation

Since being presented life membership/previous major award in 1995, Joe Doe served as treasurer of Branch from 1995 - 2000. During his term of office, finances were always a problem at the branch. The branch had very little in ways of big bank accounts as there were less than a hundred members, most of them veterans. Joe struggled every day to keep a roof over their heads at the same time was very cautious with what money they did have. It was extremely difficult to raise funds in such a small area,

but Joe went about having card parties, teas, craft sales, anything that would bring in enough funds to keep them going. The veterans of the branch were gathered from a wide rural area and for some it was difficult to even attend

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meetings. Because of the declining health of the veteran, when one got sick or housebound, Joe would immediately step in and take over that particular committee and see it through.

March, 2001 – when the membership chairman was sick, Joe did that job, collecting dues and filling out forms and keeping the membership chairman abreast of what was happening.

2002 – The Poppy Chairman was also struck down by cancer, so in April 2002, Joe again stepped in and went to the businesses selling the wreaths, making up the programs and organizing a banquet for the veterans. He then made sure that the poppy trays were ready, and saw to the countless little things that go along with the poppy program.

In 2003 Joe took over as Secretary of the Branch. He kept the service officer advised of all inform veterans and went to call on each and every one of them. He visited those who were in hospital having to drive several miles. This was done at his own expense. He would also bring them comforts that he purchased from his own money. He kept them informed as to what has been happening at the branch and called DVA as need be. He always checked with the veteran to make sure that they had been looked after. He was in close contact with the President, and in August of 2004, when he had to be hospitalized, he called him every day from his own phone (long distance) to cheer him up and keep him informed. This veteran had to have his leg amputated and Joe was the one who drove fifty miles to the nursing home to take him back to his branch for functions.

2005 – 2006 – Joe is still the secretary of the branch as well as Social Affairs Officer. He organizes the Remembrance banquet each year and single handily organizes the Poppy Campaign from ordering the poppies to the Cenotaph service on November 11th. He goes above and beyond his own duties to make sure the branch is looked after.....he writes articles for PR, takes pictures, makes a light lunch for the members for after the meeting. He sends cards of get well, sympathy, etc., to the community signed by the Branch. This is all done from his own pocket. He is a take charge person and when the need is there, so is Joe, working long into the night to get the job done.

In conclusion, The Royal Canadian Legion is most fortunate to have an unselfish dedicated legionnaire as Comrade Joe Doe and it is an honour and privilege to nominate Comrade Joe Doe for the Palm Leaf to the MSM.

##### 5. Command Honours and Awards Committee Responsibilities

To review and put forth nominations annually for the various awards in The Royal Canadian Legion and Provincial and Federal Government Awards to members and staff of Command.

Examples: Life Membership

MSM/MSA

Palm Leaf

Minister of Veterans Affairs Accommodation

Order of Nova Scotia

Order of Canada

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### Major Award Application Checklist

In an effort to assist in insuring that applications are thorough and complete, the Honour and Awards Committee is providing a checklist to use when completing or reviewing a major Legion award application. This list is by no means a substitute for reading the information in Chapter Two of the Ritual, Awards and Protocol Manual, but rather a tool to ensure that all of the criteria outlined in the manual are present in the application. We ask that you utilize this Check List prior to submitting the application, hopefully this will assist in reducing major award applications being returned.

The Ritual and Awards Committee (DC) regularly reviews applications for Meritorious Service Medal (MSM), Meritorious Service Award (MSA) and the Palm Leaf to these awards. As these are the highest awards that the Legion bestows on its deserving members, the Committee has an obligation to maintain high standards for these awards. The Committee's ability to adjudicate these awards fairly depends entirely on the information provided in the applications submitted on behalf of the nominees.

Is the correct form (latest version of form #800281) being used? (Fillable & printable forms are on NS/NU Command Website) Is the nominee a member in good standing? Is it clearly checked which award is being applied for? Is it clearly checked at what level of the Legion the application originated? Is the information about the Branch and Command complete and accurate? Are previous awards listed, with dates? Is the date and type of the General or Executive meeting where approval was given provided along with the actual minutes of such meeting? Do they include the name of the applicant and the names of the mover and seconder? If an in camera meeting was held, are the minutes of that meeting also included? Is the information about the nominee complete and accurate? Is the information about the individuals who prepared the application complete? Is the form signed? Is the form reviewed and signed by a Zone and/or District Commander? Is there a citation of the award applied for included and does it contain the name and membership status of the individual being nominated? Does the citation list in chronological order, all Legion Offices and positions held since the previous award(s) received? Does the citation contain all information about outstanding Legion service, including dates since the previous award(s)? Has the member being nominated for an MSM or MSA

previously received a Life Membership? Has it been 5 years since the Life Membership been awarded? Is there information provided regarding service to the community, especially service provided as a representative of the Legion since the last award with dates? For an MSM or MSA, is a copy of the Life Membership application, with citation and minutes of meeting where the award was approved attached? For Palm Leaf, are copies of the MSM or MSA application, with citations and minutes of meeting where the award was approved attached? For Life Membership applications, is the Transmittal Form (pink copy) and the Member Registration Form (white/green copy) filled out? For Life Membership applications, is the cheque made out to Dominion Command?