

2019 LeadingAge Massachusetts Annual Achievement Award Nominations

LeadingAge Massachusetts member organizations are invited to submit nominations for the 2019 LeadingAge Massachusetts Achievement Awards. These awards publicly acknowledge the accomplishments and contributions of those who exemplify and advance the missions of LeadingAge Massachusetts's member organizations. These awards will reveal examples of the commitment, innovation, leadership and excellence within LeadingAge Massachusetts member organizations. They will be presented at the 65th Annual Meeting of the Membership on Thursday, October 17, 2019 at DoubleTree Hotel in Westborough, MA.

Eligibility: Achievement Awards are open to current LeadingAge MA provider members and their staff, volunteers and residents.

Selection and Notification: The LeadingAge MA Annual Meeting Task Force review all nominations and selects award recipients. Recipients will be notified mid-September.

How to Submit Nominations: All nominations will be accepted electronically through the LeadingAgeMA website. You will need to fill out an on-line form for each nomination (www.leadingagemass.org/awards19).

Once you start your application you will not be able to save your progress. We recommend you download the overview of all of the award categories and questions and have all materials available before you start the online process.

Each submission must include answers to award specific questions. There is also an option to include accompanying/supporting documents that you feel would be helpful to the committee in evaluating this nomination. Such documents may include a program description, photos or letters of support. If you are submitting a video or audio portion with your nomination, it will only be considered if posted to a shared site (such as your own website or YouTube) as LeadingAge Massachusetts will not make duplicates for each member of the awards committee to review.

Click on this link (www.leadingagemass.org/awards19) to fill out the on-line nomination form. Any questions please reach out to Lynn Monaghan lmonaghan@leadingagemass.org or (617) 244-2999

Deadline: All applications are due September 6th, 2019.

Award Categories:

Individual Awards

1. Emerging Leader Award*
2. Heart and Hands Award

Organizational Award

1. Program Innovation of the Year Award

*The recipient of the 2019 Emerging Leader Award will receive a scholarship to a future LeadingAge Annual Meeting and Exposition which includes complimentary registration and up to \$1,000 for travel and accommodations. Every trend, innovation and exciting new program will be presented, discussed and debated as we aim to expand the possibilities for aging.

Tips on Writing Your Nomination:

- **Be clear and specific.** Don't assume the Awards Committee members will understand a project or achievement. Limit information to what is requested. Be specific about what the nominee(s) did and how it connects back to the details of the award specifications. And be sure to explain the technical details in such a way that non-experts will understand.
- **Consider a collaborative, group-written nomination.** If you find yourself shying away from a solo nomination, then round up a colleague or two and write one together. It makes gathering ideas and writing the nomination easier.

Achievement Award Descriptions and Requirements

1. Emerging Leader Award

This award is given to an individual at any level in a LeadingAge Massachusetts member organization who has assumed additional leadership responsibilities in the past five years; and has worked to build a shared vision, developed robust relationships, and has excellent organizational capability.

Award Requirements: Please respond to each of following criteria clearly. Where possible, include measurable impact. Lists and bullet points are acceptable.

- i. Describe the individual you are nominating and why you are nominating him/her.
- ii. Please detail additional leadership responsibilities this person has taken on in the past few years.
- iii. In what ways has this person excelled in these additional responsibilities?
- iv. How has this person influenced individuals, processes or strategic direction for your organization?

2. Heart and Hands Award

This award is given to an individual or group who demonstrate exceptional relationships(s) with a resident(s) or client(s); these relationship should provide special enrichment and increased quality of life to the resident(s) or client(s) through efforts beyond those normally considered within the position's job description.

Award Requirements: Please respond to each of following criteria clearly. Where possible, include measurable impact. Lists and bullet points are acceptable.

- i. Describe the individual you are nominating and why you are nominating him/her.
- ii. How has this individual demonstrated exceptional relationships(s) with a resident(s) or client(s)? Relationship should provide special enrichment and increased quality of life to the resident(s) or client(s) through efforts beyond those normally considered within the position's job description.
- iii. How has this person gone beyond his/her job description to meet the criteria for this award? Give examples please.
- iv. How long has the nominee been with organization?

3. Program Innovation of the Year Award

This award is given for the development and implementation of a creative and innovative program measurably benefiting residents/clients and/or staff. The award may be given for either new innovations or for the refining of existing programs. Examples can include but are not limited to: Dementia Care, Care Coordination, Quality Improvement Programs, Person-Centered Care/Culture Change, Environmental Programs etc.

Award Requirements: Please respond to each of following criteria clearly. Where possible, include measurable impact. Lists and bullet points are acceptable.

- i. Describe your program and why it is being nominated.
- ii. Who does this program benefit and how long it has been in existence?
- iii. Describe why you consider this program to be creative and innovative.
- iv. How does this program *measurably* benefit residents/clients, community and/or staff?
- v. Give examples and data where applicable.