



Institute of Chartered Accountants of Jamaica
Policy for an Award to Recognise Outstanding Members

THE AWARD

The “**ICAJ Distinguished Member Award**” has been established by the Institute of Chartered Accountants of Jamaica (ICAJ) to recognise members who have contributed, through their achievements, to the prestige and status of the Institute and have made significant contributions to the development of the Accountancy profession.

This is the Institute’s most prestigious award and its presentation takes place annually, or at such other intervals as the Council of the Institute may determine from time to time.

ELIGIBILITY

Nominees should be members of the Institute, whether retired or not. Only one awardee shall be selected on each occasion. Should the Selection Committee decide, on any occasion, that there is no suitable candidate for the award, none will be made. No posthumous awards shall be made, excepting when the nominee dies after being nominated for the award.

CRITERIA FOR SELECTION

The following considerations will inform the selection of the awardee:

- (a) Service to the Institute, whether or not on Council or Committees of Council;
- (b) Service within the profession, whether as a practising member or non-practising member providing service in industry, commerce, public or private sector;
- (c) Sound character, unquestionable integrity, high ethical standards in all his/her business dealings and practices;

- (d) Service in or to the community;
- (e) Personal achievements;
- (f) Has not received the award previously
- (g) Period of membership of the Institute
- (h) Any other matters which may be considered relevant to the award.

NOMINATION AND SELECTION PROCEDURES

- Nominations may be submitted by any individual who need not be a member of the ICAJ.
- Nominations must be made on the official ICAJ Distinguished Member Award Nomination form, which will be available at the ICAJ secretariat.
- Nominations are to be submitted no later than September 30 each year, by e-mail to *executivedirector@icaj.org*, or by hard copy to the attention of: The Executive Director, Institute of Chartered Accountants of Jamaica, 8 Ruthven Road, Kingston 10.
This will facilitate timely selection for presentation at the Institute's Annual Banquet or any other significant event agreed to by Council.
- Nominations received will be referred to the ICAJ Distinguished Member Award Selection Committee (or Sub-Committee thereof) for assessing the adequacy of information and suitability of candidates nominated.
- The Selection Committee shall comprise all members of the Council, current at the time a selection is to be made. The President, or anyone designated by him/her, shall be the Chairman of the Selection Committee and eight (8) persons shall constitute a quorum.
- The decision of the Selection Committee will be determined by simple majority, on a show of hands, or by secret ballot, if requested by any committee member. In the case of three or more candidates, the awardee will be selected by secret ballot, based on a ranking of candidates by the voters. In the case of a tie, the Chairman shall be entitled to exercise a casting vote.
- If the Chairman refuses to exercise his/her casting vote, or the Selection Committee determines that candidates nominated are not suitable, then no award shall be made.

FORM OF RECOGNITION

The awardee shall be honoured at the Annual Banquet or any other designated significant event at which he/she will receive a citation. The citation shall be read on this occasion and should show that the awardee has satisfied the criteria for selection. A portrait photograph of each awardee, as well as a short text, outlining the individual's achievements, shall be displayed at the Institute. The Institute shall use its best endeavours to gain reasonable publicity on the occasion of the award in appropriate media.

