

## **2024 LeadingAge Massachusetts Annual Achievement Award Nominations Overview**

LeadingAge Massachusetts member organizations are invited to submit nominations for the 2024 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 highlight examples of the commitment, innovation, leadership, and excellence within the LeadingAge Massachusetts community. Awards will be presented at the 70th Annual Meeting of the Membership on October 9, 2024.

**Eligibility:** Achievement Awards are open to current LeadingAge MA provider member organizations, their staff, volunteers, Board members or residents.

**Selection and Notification:** The LeadingAge MA Award & Recognition Committee will review all nominations and select award recipients. All individuals that submit nominations will be notified of award decisions in mid-September.

**Diversity, Equity & Inclusion:** LeadingAge MA recognizes the importance of highlighting the unique perspectives and experiences that individuals from diverse backgrounds bring to the field of aging services. We place special emphasis on nominations that celebrate and highlight the diversity of our member communities. We encourage our members to submit nominations that showcase the remarkable achievements, innovative practices, and positive impacts made by individuals from underrepresented backgrounds.

### **Nomination Process:**

1. Fill out the award questionnaire and prepare the file as a .PDF or .docx
2. Compile as supporting documentation (e.g. program description, photos or letters of support) as a .PDF or .docx. If you are submitting a video or audio component with your nomination it will only be considered if posted to a shared site (such as your own website or YouTube).
3. Complete the online form and upload the files outline in steps 3 and 4.
4. Please note: Once you start your application you will not be able to save your progress. We recommend you download the overview of the award categories and questions and have all materials available before you start the online process.

## **Award Categories:**

### **Individual Awards:**

1. The Emerging Leader Award\*
2. The Heart and Hands Award
3. The Volunteer of The Year Award

### **Organizational Awards:**

4. The Program Innovation Award
5. The Workplace Excellence Award

\*The recipient of the 2024 Emerging Leader Award will receive a scholarship to a future LeadingAge National Annual Meeting and Expo which includes complimentary registration and up to \$1,500 for travel and accommodation expenses.

### **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. Please explain any 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.

**Submission Deadline Tuesday, August 27, 2024**

**Click on this link to fill out the online nomination form and upload the supporting documentation:** [www.leadingagemma.org/awards23](http://www.leadingagemma.org/awards23)

**Questionnaires for each award can be found linked below. Please note, responses to these questions must be submitted in a .PDF or .docx file when your nomination form is completed.**

1. [The Emerging Leader Award](#)
2. [The Heart and Hands Award](#)
3. [The Volunteer of The Year Award](#)
4. [The Program Innovation Award](#)
5. [The Workplace Excellence Award](#)

## Achievement Award Descriptions and Requirements

### 1. Emerging Leader Award

This award is given to an employee 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.

**Eligible Nominees:** Employees at any LeadingAge MA Member Organization

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

- i. Describe the individual you are nominating and why you are nominating them.
- 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 employee or group of employees who demonstrate exceptional relationships 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 scope of this person's job description.

**Eligible Nominees:** Employees at any LeadingAge MA Member Organization

**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 or group you are nominating and why you are nominating them.
- ii. How long has the nominee been with your organization?
- iii. How has this individual or group demonstrated exceptional relationship(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.
- iv. How has this individual or group gone beyond their job description to meet the criteria for this award? Please provide examples.

### 3. The Volunteer of The Year Award

This award honors a volunteer (or group of volunteers) who have demonstrated exceptional commitment and dedication to enhance the quality of life for older adults and their communities.

**Eligible Nominees:** Volunteers (including Board Members) at any LeadingAge MA Member Organization

**Award Requirements:**

- i. Please share a story that illustrates the nominee's exceptional volunteerism
  - a. Please include examples of specific actions that go above and beyond the volunteer activity to enhance or enrich the quality of life and/or living conditions of older adults.

- ii. Please include one letter of support from the executive director, site manager or CEO of the community.
- iii. Please include up to three letters of support from team members, residents, families or community members (minimum one; up to three)

#### **4. Program Innovation of the Year Award**

Innovation is the realization of a new or creative idea that has the power to transform our field. The subject of the nomination must be a new application or a unique approach in the field of aging services.

**Eligible Nominees:** Any LeadingAge MA Provider Member Organization

**Ideas for Nominations:** Ideas for nominations include, yet are not limited to technology, care delivery, programming and life enrichment, staffing, support services, building design, workforce development, marketing, financial, customer experience or another emerging trend.

#### **Award Requirements:**

- i. Executive Summary – please describe the innovation program/design, why it was developed, it's specific purpose and goals, and the financial implications for start-up, implementation, and ongoing operation.
- ii. Distinctiveness – please describe how this innovation is a new application or a unique approach.
- iii. Evaluation – if available please describe how you will measure or have measured the progress, impact, or success of this innovation? Please note that this is not a requirement for nomination.
- iv. Replicability – please describe how this innovation can be replicated by other providers.

#### **5. Workplace Excellence Award**

This award recognizes an organization that demonstrates investment in their staff and workplace environment. Nominated organizations should foster a healthy, inclusive, workplace culture and an environment that promotes the recruitment, retention, and development of staff at all levels of the organization.

**Eligible Nominees:** Any LeadingAge MA Provider Member Organization

#### **Award Requirements:**

- i. Please describe how the nominated organization demonstrates, in policy and practice, that investing in the staff and the workplace environment is critical to the delivery of quality care and services.
- ii. Please describe how the nominated organization demonstrates innovation in its workforce development practices.
- iii. Please describe how the nominated organization assesses staff satisfaction and acts promptly on the results with a positive outcome.
- iv. Please describe any efforts taken to foster inclusive workforce practices and policies that work to foster tolerance and belonging for employees of all backgrounds and perspectives.
- v. Please describe any applicable noteworthy achievements in staff retention, as evidenced by longevity and professional growth of employees