



THE CANADIAN CATHOLIC SCHOOL TRUSTEES' ASSOCIATION

THE JUSTICE HIGGINS AWARD

In memory of a distinguished Canadian jurist and Catholic School Trustee, the Honourable Justice James Higgins (1913-1974) of St. John's, Newfoundland, the Board of Directors of CCSTA annually presents an award to a person or group that has made an outstanding contribution to Catholic education in Canada.

The Justice James Higgins Award is the highest honour provided by CCSTA. It reflects recognition of an exceptional contribution to Catholic education in this country.

The following points are provided for the benefit of persons making nominations:

CRITERIA

1. The Higgins Award is awarded to a person or group who has displayed exceptional leadership, commitment and vision to the cause of Catholic education in Canada.
2. Nominations may be made only by a member provincial association, a Catholic School Board in Canada, or any member of the Canadian Conference of Catholic Bishops. CCSTA Directors should not write a letter of reference.
3. The nominee shall be a person or group whose contribution has been specifically in and for Catholic Education in Canada.
4. Recognition is for contribution made over a period of time rather than for an exceptional contribution on a single occasion.
5. No person or group may receive the Award more than once.
6. Members of the Board of Directors, employees, or persons on contract or otherwise engaged by the Board may not be nominated for the Higgins Award during their tenure.

PROCEDURES

1. Nominations are to be submitted in writing by Jan. 15th for consideration for the Convention of that year. Nominators are responsible for informing the nominee prior to January 15th that his/her name has been submitted for the Justice James Higgins Award.
2. Nomination submissions must not exceed 400 words and should include a photo, if possible. Submissions should be on the official CCSTA form and accompanied by no more than three single page letters of reference
The nominations should address the following categories:
 - Significant contribution to Catholic education in Canada
 - Leadership qualities and witness to faith
 - Term of service and breadth of experience in Catholic education
3. Nominations will be reviewed by the Conventions and Finance Committee, with a recommendation for approval at the February board meeting. Voting will be done by secret ballot. In the event of a tie, there will be further discussion and another vote. If there is still a tie, lots will be drawn to choose the winner.
4. Persons or groups may be nominated more than once.
5. To be reconsidered, a new nomination package must be received in writing by the nominating organization by the closing date.
6. The Board will normally name one Higgins winner each year, but in really exceptional circumstances may provide two awards in one year, or may decide not to provide any Higgins award in a particular year.
7. The Executive Director will be responsible for relaying the decision of the Board to both the chosen nominee and all of the nominating organizations or persons.
8. Appropriate arrangements shall be made for presentation of the award and publication of the event.

THE JUSTICE HIGGINS AWARD

Name of Nominee: _____

Nominated by: _____

Telephone number: _____

E-mail address: _____

Notes:

- Please see attached criteria and procedures
- Submissions are due January 15th and can be submitted electronically (preferred) or via mail to:
 - ccsta@ocsb.ca
 - CCSTA
#205, 9940 -106 Street
Edmonton AB T5K 2N2