



<b>Outstanding Service Awards Policy</b>	
<b>Publication date:</b> 1 May 2018	<b>Applies to:</b> All members
<b>Responsible person:</b> President	<b>Scheduled review date:</b> Every three years as determined by the Committee
<b>Approved by:</b> Committee meeting on 9 April 2018	<b>Author:</b> Ron Jelleff

## INTRODUCTION

This policy is designed to identify a consistent and transparent approach to awards for outstanding service to U3A-ACT Inc.

### PURPOSE:

To guide the process for nominating and selecting members who will receive outstanding award for their service to U3A-ACT.

This policy has one attachment

**Attachment A:** Nomination form for Outstanding Service Awards

## Policy

1. Outstanding Service Awards are intended to honour past and present U3A-ACT members who have made an outstanding contribution over a period of time to furthering the aims of the association.
2. The number of awards made in any given year should be limited so that they do not become devalued.

### Eligibility Criteria

3. Members of U3A-ACT are eligible to be considered for Outstanding Service Awards if they meet the following eligibility criteria:
  - 3.1. have not previously been granted an Outstanding Service Award;
  - 3.2. have made an outstanding voluntary contribution to U3A-ACT over a period of at least 10 years;
  - 3.3. have made this contribution in any area or areas in which volunteers make contributions, including for example as U3A Office holders, Committee or sub-committee members, course leaders, coordinators, volunteers in offices and operational areas of U3A or as event organisers; and

- 3.4. would be recognised by other members who know them as having made an outstanding contribution.
- 3.5. In exceptional circumstances the Committee may consider making an outstanding service award to a member who has made a substantial contribution but has not met the 10-year rule.
4. Outstanding Service Awards may be made posthumously where a nominee predeceases the final selection process for that year.

#### Timetable

5. A general call will be made to the membership for nominations for Outstanding Service Awards in August of each calendar year.
  - 5.1. The Secretary will advertise to the membership that nominations have opened and indicate that nominations must be made on the nomination form (Attachment A).
  - 5.2. The Secretary will advise members of the closing date for nominations, when successful candidates will be announced and when awards will be presented.
  - 5.3. The Secretary will request all coordinators to nominate any suitable members from their area for an Outstanding Service Award in the given year.
6. Each nomination must be made by two current financial members of U3A-ACT.
7. Nominations should demonstrate how the nominee meets the criteria for selection in Section 3 above.

#### Award Determination Process

8. An Outstanding Service Award Advisory Group (OSAAG) will be convened annually to provide advice to the Committee on nominations for outstanding service for the current year.
  - 8.1. The OSAAG will be chaired by the President of U3A-ACT, or where determined, the President's nominee from the Committee
  - 8.2. The chair will be assisted by three U3A-ACT members who are recognised as having a broad understanding of the association and its volunteers.
  - 8.3. The Committee will appoint the three OSAAG members annually at its July meeting.
  - 8.4. No OSAAG members will be able to be involved in making a nomination and must declare any conflict of interest in relation to a nomination considered.
  - 8.5. The group will be convened by the President or their nominee in the month following the close of nominations.
9. Unless it is a year in which all nominations are of exceptional merit the OSAAG will endeavour to limit the number of awardees in any given year to six and in any case no more than ten.
10. In making recommendations to the Committee the OSAAAG will:
  - 10.1. determine the eligibility of nominees received;
  - 10.2. assess the relative merits of the nominees received against the eligibility criteria
  - 10.3. take account of the range of activities undertaken by our volunteers across the organisation; andwhere insufficient nominations are received (i.e. less than six) provide advice on potential additional nominations that could be considered by the Committee.

11. Where OSAAG has not recommended a nominated person for an Outstanding Service Award, they may recommend that a Ten-Year Service Recognition Certificate be awarded instead provided that the terms of the Ten-Year Service Recognition Scheme policy are met.
12. Recommendations from the OSAAG for successful award nominees will be forwarded to the October Committee meeting for decision.
  - 12.1. Recommendations to the Committee will include the full list of nominations received.
13. Committee members who are directly involved in any award nomination will not be able to be involved in final decisions on the awards, nor will they be able to a member of the OSAAG. Committee members must also declare a conflict of interest in relation to any award recommendations received from the OSAAG and abstain from voting.
14. Successful nominees will be advised of their award by letter from the President of U3A-ACT following the Committee's decision.
15. Each year the Committee will determine an appropriate time and function at which to present the awards.
16. The Secretary will add the current year awardees to a Register of Recipients of U3A-ACT Outstanding Service Awards which will also be published on our website.
17. The decision of the Committee on the current year awardees is final, and no appeals will be considered.



**Nomination Form**

**U3A-ACT Inc. Outstanding Service Award (insert year.....)**

**Name of nominee**

**Address and contact details of Nominee**

**Positions held by Nominee and length of service in each (if known)**

**Citation**

(This part of the nomination form should provide a summary of the nature of the significant contributions that the nominee has made to U3A-ACT as a result of their work in the volunteer position(s) identified above including outlining why the nominee's service should be recognised on this occasion).

Citation continued...

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**Nominator 1.**

**Name**

**Signature**

**Date**

**Contact details**

**Nominator 2.**

**Name**

**Signature**

**Date**

**Contact details**