



U3A ACT POLICY No PO201519

Ten Year Volunteer Service Recognition Scheme Policy	
Publication date: 1 May 2018	Applies to: All members
Responsible person: President	Scheduled review date: Every three years as determined by the Committee
Approved by: Committee meeting on 9 April 2018	Author: Ron Jelleff

INTRODUCTION

This policy sets out arrangements for the establishment of a Ten Year Volunteer Recognition Scheme.

PURPOSE:

To outline the process and eligibility requirements for such a scheme for U3A-ACT.

This policy has one attachment:

Attachment A: Nomination form for the Ten Year Volunteer Service Recognition Certificate

Policy

1. The Ten Year Volunteer Service Recognition Scheme is being established to complement the current Outstanding Service Awards Scheme. This new scheme is intended to acknowledge and thank those important volunteers who, over a long period of time, have helped to ensure the ongoing and smooth operation of U3A-ACT. Such volunteers perform a wide range of functions which are essential for the wellbeing of U3A-ACT and as such should be recognised.
2. The scheme will be based solely on a member nomination process and, where the Committee agrees that nominees meet the eligibility criteria, they will be awarded the Ten Year Volunteer Service Recognition Certificate.

Eligibility Criteria

3. Members of U3A-ACT are eligible to be considered for the Ten Year Volunteer Service Recognition Certificate if they

- 3.1. have consistently and frequently served in any volunteer capacity for a total of at least ten, not necessarily consecutive, years;
- 3.2. continue to be members of U3A-ACT at the time of nomination; and
- 3.3. have not previously been awarded this Certificate.

Process

4. The process for awarding certificates is as follows:
 - 4.1. Nominations will be called for in July of each year with a closing date of the end of September. These dates will be advertised in the relevant Newsletter and eBulletin each year.
 - 4.2. The Secretary will request all coordinators to nominate any suitable members from their area.
 - 4.3. Nomination forms (Attachment A) must be signed by two current financial members and must include;
 - 4.3.1. the Nominee's name,
 - 4.3.2. the Nominee's postal address,
 - 4.3.3. the years over which the volunteer service occurred, and
 - 4.3.4. the volunteer positions held or types of volunteer service undertaken for U3A-ACT during those years
 - 4.4. Nomination forms must be submitted to the Secretary of U3A-ACT.
 - 4.5. The Scheme will be overseen by the OSAAG team (see the Outstanding Service Awards policy).
 - 4.6. OSAGG will investigate all nominations and make recommendations at the October meeting of the Committee, along with its recommendations for Outstanding Service Awards. The report to the Committee shall include the full list of nominations received.
 - 4.7. Final decisions to award a certificate will be made by the Committee. There will be no appeal process.
 - 4.8. Certificates will be presented at a suitable occasion to be determined each year.



ATTACHMENT A

Nomination Form

U3A-ACT Inc. Ten Year Volunteer Service Recognition Scheme

Members of U3A-ACT are eligible to be considered for the Ten Year Volunteer Service Recognition Certificate if they have served in any volunteer capacity for a total of at least ten years and continue to be members of U3A-ACT at the time of nomination. Nominees should have served in a volunteer capacity on a consistent basis for a majority of each year and ten years in total. The full policy is on the U3A-ACT website.

Name of Nominee:

Membership number (If known):

Postal Address and contact details of Nominee:

In order to make the case for a Certificate to be awarded please set out as best you can the voluntary activities performed by the nominee. Useful details for each type of voluntary activity can include the position held, the years involved, the months of the year involved and the frequency of involvement (eg continuous, weekly, monthly).

Attach other pages if more space is needed.

Nominator 1.

Name and membership Number

Signature

Date

Contact details

Nominator 2.

Name and membership Number

Signature

Date

Contact details