

Service Recognition Policy

Purpose:

Establish the minimum criteria and process for nomination of valuable contributions provided to the organisation.

Introduction

The awards system described below is intended to recognise a wide range of contribution - more than simply being a long-term member. It also seeks to create a progressive scale of award so that varying contributions can be recognised appropriately.

The hierarchy of awards is:

Certificate of Appreciation - minimum award available.

Certificate of Recognition – recognises those individuals who do not meet the Life Membership criteria but have made significant contribution to the organisation.

Life Membership – highest award available and recognises exceptional contribution to furthering the aims and objectives of the Association over a sustained period.

Recommendation and Endorsement:

- All recommendations/nominations for awards shall be in writing and forwarded to the Secretariat for tabling and discussion at the next Council meeting.
- If a nominee is a Council member he/she shall be excluded from the decision making process.
- Recommendations/nominations can be initiated by any member of the Association and must be endorsed by a second member.
- Nominations shall include a brief statement of the achievements and length of service of the nominee, highlighting a commitment to quality and safety and the aims and objectives of the Association.
- Council are able to initiate a recommendation/nomination at any Council meeting.
- All recommendations/ nominations will be reviewed at a Council Meeting and the minutes will record the endorsement or rejection of the nomination in line with the criteria.

Criteria:

1. Certificate of Appreciation

- Minimum of 3 years service on the National Council or State network committee, or
- Outstanding contribution in any form.

2. Certificate of Recognition

- Minimum of 5 years continuous service on either or both the National Council and State network committee.
- One year free annual membership fee.
- Comprise an Association Certificate.

3. Life Membership

- Minimum of 10 years continuous service on either or both the National Council and State network committee.
- Combined with demonstrated significant, sustained and high quality service enhancing the reputation and future of the organisation
- Demonstrated commitment to improving quality and safety within healthcare.
- Shall be free of all future annual membership fees.
- Awarding of this recognition may still occur in the circumstance there has been a lapse in service contribution to the Association and the member still meets the criteria shall be at the discretion of the Council/committee.
- Comprise an Association Certificate.

Conferment of Awards

Certificate of Appreciation and Recognition

- Shall be posted to the recipient.
- Recognition documented in the next newsletter

Life Membership

- Recipient shall be invited to the next Annual General Meeting for conferment.
- If unable to attend the conferment the award shall be posted to the recipient and recognition documented in the next Association newsletter

Retraction of Life Membership

- May occur where the recipient has conducted him/herself in a manner that reflects directly or adversely on the image or activities of the Association.
- Has been convicted of a serious criminal offence.
- The matter shall have been brought to the attention of the National Council.