

National Awards Committee – Policy and Procedure		
Title:	<b>Meritorious Service Award</b>	Number: <b>NAC07</b>
Approved By:	<b>National Awards Committee (NAC)</b>	Issue Date: <b>2015</b>
Status:	<b>Approved by Australian Red Cross Board - February 2018</b>	Next Review: <b>TBA</b>

## 1.0 Policy

### 1.1 Introduction

This award is for the purpose of recognising meritorious service to Australian Red Cross. Nominees may include persons who have given exceptional service during crises or disasters at any level.

## 2.0 Procedure

### 2.1 Criteria

2.1.1 In recognising meritorious service to Australian Red Cross, there must be evidence of meritorious service of a **definite, precise and outstanding nature** to Australian Red Cross, either in Australia or overseas, in a particular operation that is of **limited duration** given by a member, volunteer or staff member of Australian Red Cross.

2.1.2 Nominees may include persons who have given exceptional service at the following levels:

- **Branch level** For example, implementing a ‘whole of community’ Red Cross Calling fundraising campaign in a specific town during the month of March;
- **Divisional level** For example, a person who may have played lead role in initiating, developing and delivering a state wide youth development and engagement event.
- **National level** For example, a person who may have been seconded to a Red Cross position and completed with particular distinction for a four month period.
- **International level** For example, a person who may have completed a six month overseas field placements either in conflict relief, natural disaster relief or within a development project.

2.1.3 The foregoing should not be seen as exhaustive and are offered **as examples only**.

2.1.4 Only Australian Red Cross service is relevant in the consideration of this award.

### 2.2 Nomination

2.2.1 Nominations for this award can be made by any Australian Red Cross person (member, volunteer or staff).

2.2.2 The details of the nomination should be entered onto the *nomination form* (NAC07.1).

- 2.2.3 Nominations take the form of a draft citation, supported if necessary by other information perceived to be relevant.
- 2.2.4 The following points should be covered in the draft citation in the order given:
- full name of nominee and branch of Red Cross to which nominee belongs
  - office(s) held in Red Cross – give appropriate dates
  - details of nominee’s contribution – outline the operation of limited duration in which the nominee participated, giving details of the outstanding service to Australian Red Cross
  - details of any previous Australian Red Cross awards
- 2.2.5 The citation should not exceed 300 words other than in exceptional circumstances.

### 2.3 Submission and Endorsement

- 2.3.1 The completed *nomination form* (NAC07.1) must be submitted to the Chair of the Awards Committee, in the State or Territory or in the case of a National nominee to the Chair of the National Awards Committee.
- 2.3.2 **Nominations (other than National nominations) must be endorsed by the relevant Divisional Board/Awards Committee, and signed by the Divisional Chair, prior to it being submitted to the NAC for approval.**
- 2.3.3 If the nomination is unsuccessful in achieving Divisional endorsement, the Chair of the Divisional Awards Committee (or Chair of the Division if her/she so chooses) will advise the nominator informing the reason.
- 2.3.4 In the case of unsuccessful National nominations, the Chair of the National Awards Committee (or the President of Australian Red Cross if he/she so chooses) will advise the nominator informing the reason.

2.3.4 **COMPLETED AND ENDORSED** nomination forms, marked **‘CONFIDENTIAL AWARDS’** must be submitted to National Awards Committee Secretary, Australian Red Cross.

### 2.4 Approval

- 2.4.1 On receipt of an endorsed nomination, the NAC Secretary will submit the nomination to the NAC for consideration.
- 2.4.2 Following consideration, the nomination will be successful if it has been approved by a majority of NAC members.
- 2.4.3 If the nomination is unsuccessful, the nomination will be returned to the submitting Division with appropriate notation.
- 2.4.4 The nomination will only be considered by the NAC on three (3) occasions after which the nomination will be considered as unsupportable.

2.4.5 The Chair of the National Awards Committee will notify the appropriate Divisional Chairman (or in the case of a National nomination, the President of Australian Red Cross) of the outcome of the successful nominations.

2.4.6 The President of Australian Red Cross will inform the successful nominee in writing.

2.4.7 A list of the total number of approved National awards will be submitted to be included in the Annual Report.

## **2.5 Presentation**

2.5.1 The NAC Secretary will arrange suitable inscription of the award medal and the signature of the President of Australian Red Cross upon the official citation within three weeks of the nomination having been approved.

2.5.2 The engraved medal, signed citation and lapel badge, will be forwarded to the Division for presentation or where appropriate to the President of Australian Red Cross for presentation.

2.5.3 A national *Register of Recipients* will be maintained by the NAC Secretary.

## **3.0 References**

Nil applicable

## **4.0 Records**

NAC07.1	<i>Meritorious Service Award Nomination</i>
NAC	<i>Register of Recipients</i>