

National Awards Committee – Policy and Procedure		
Title:	Outstanding Service Award	Number: NAC06
Approved By:	National Awards Committee (NAC)	Issue Date: 2015
Status:	Approved by Australian Red Cross Board - Feb 2018	Next Review: TBA

1.0 Policy

1.1 Introduction

This award is for the purpose of recognising outstanding service to Australian Red Cross. The Outstanding Service awards sits between a service award at a Divisional Level and the Distinguished Service Award at a National level.

2.0 Procedure

2.1 Criteria

2.1.1 In recognising exemplary service to Australian Red Cross, there must be evidence of dedication to Red Cross principles, ideally over a period of at least six (6) years given by a member, volunteer or staff member of the Australian Red Cross.

2.1.2 Evidence of leadership within Australian Red Cross is not a requirement for this award.

2.1.3 Nominees may include persons who have served in a commendable fashion at the following levels:

- **Branch level** For example, a local area volunteer who has worked tirelessly for Australian Red Cross over many years;
- **Divisional level** For example, a person who has worked for several years in a range of programs such as transport service, blood donor recruitment, Telecross, hospital visitor service, etc; or
- **National Level** For example, a person who may have held office for a number of years.

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

2.1.5 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* (NAC06.1).

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 Australian Red Cross to which nominee belongs
 - office(s) held in Australian Red Cross– give appropriate dates
 - record of service – concentrating on service to Red Cross of an exemplary nature over a substantial period
 - 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* (NAC06.1) must be submitted to the Chairman of the relevant Divisional 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 Chair (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

NAC06.1	<i>Nomination – Outstanding Service Award</i>
NAC	<i>Register of Recipients</i>