



<b>National Awards Committee – Policy and Procedure</b>		
Title:	<b>Distinguished Team Award</b>	Number: <b>NAC05</b>
Approved By:	<b>National Awards Committee (NAC)</b>	Issue Date: <b>2015</b>
Status:	Approved by Red Cross Board – July 2015	Next Review: <b>2017</b>

## **1.0 Policy**

### **1.1 Introduction**

This award is for the purpose of recognising outstanding service to Australian Red Cross by a team of persons (members, volunteers and staff) where it is more appropriate to grant the award to a group than an individual.

## **2.0 Procedure**

### **2.1 Criteria**

2.1.1 In recognising Team Service to Australian Red Cross, there must be evidence of:

- (a) a very close relationship between the Team
- (b) service of an exceptional nature which has greatly assisted the work or reputation of Australian Red Cross

2.1.2 Nominations may include teams of people at:

- Branch, Divisional and National level
- Particular or special service areas, levels or teams

### **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 A person is not disqualified from nomination for an individual award by virtue of having been part of a team which received a team award pertaining to the same service.

2.2.3 The details of the nomination should be entered onto the *nomination form* (NAC05.1).

2.2.4 Nominations take the form of a draft citation, supported if necessary by other information perceived to be relevant.

2.2.5 The following points should be covered in the draft citation in the order given:

- An exact description (preferably a team name) of the team
- Length and nature of relationship with Australian Red Cross – give appropriate dates
- Details of how the team has worked cohesively together
- The names of all members of the team including any past members over the relevant period to which is refers

2.2.6 The citation should not exceed 300 words other than in exceptional circumstances.

### **2.3 Submission and Endorsement**

2.3.1 The completed *nomination form* (NAC05.1) must be submitted to the Chairman of the relevant Awards Committee, in the State or Territory or in the case of a National nominee to the Chairman of the National Awards Committee.

**2.3.2 Nominations (other than National nominations) must be endorsed by the relevant Divisional Awards Committee, and signed by the Divisional Chairman, prior to being submitted to the NAC for approval.**

2.3.3 If the nomination is unsuccessful in achieving Divisional endorsement, the Chairman of the Divisional Awards Committee (or the Chairman of the Division if he/she so chooses) and in the case of National nominations, the Chairman of the National Awards Committee (or the President of Australian Red Cross if he/she so chooses) will reply in writing to the nominator informing of the reason.

2.3.6 **COMPLETED AND ENDORSED** nomination forms, marked '**CONFIDENTIAL AWARDS**' must be submitted to:

National Awards Committee Secretary  
Australian Red Cross  
Level 4, 464 Kent Street  
Sydney, NSW, 2000

### **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 Chairman 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 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 the National Communications Department to be included in the Annual Report.

## **2.5 Presentation**

2.5.1 The NAC Secretary will arrange suitable inscription of the award plaque bearing 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 plaque and signed citation will be forwarded to the Division, or if appropriate 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**

NAC05.1 *Nomination – Distinguished Team Award*

NAC *Register of Recipients*