

National Awards Committee – Policy and Procedure		
Title:	<b>Youth Meritorious Service Award</b>	Number: <b>NAC08</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 service of special merit given by an Australian Red Cross Person (member, volunteer or staff) who is 29 years of age or less.

## 2.0 Procedure

### 2.1 Criteria

2.1.1 In recognising the service of special merit given by an Australian Red Cross Person (member, volunteer or staff) who is 29 years of age or less, there must be evidence of the person having served in an exceptional fashion in pursuit of effective youth involvement.

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

- **Branch level** For example, by establishing or leading a Red Cross Youth group, initiating activities of community service, attracting the interest of other young people in the ideals of the Red Cross and Red Crescent Movement
- **Divisional level** For example, by participation or leadership of Youth Committees, participating in or giving leadership in a major Youth event such as a camp, or the doorknock
- **National Level** For example, through impressive contribution as a member of the National Youth Advisory Committee, by leadership displayed in or at national youth camps and events, by representation of Australian Red Cross with distinction in an international youth activity.

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* (NAC08.1).

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 group of Red Cross to which nominee belongs
  - office(s) held in Red Cross – give appropriate dates
  - details of nominee’s contribution – provide details of achievements in Red Cross Youth activities, aligned where possible to the National Youth Goals
  - details of any Youth Awards conferred at Divisional level
- 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* (NAC08.1) 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 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 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 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 and signed citation will be forwarded to the Division, or where 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**

NAC08.1	<i>Nomination – Youth Meritorious Service</i>
NAC	<i>Register of Recipients</i>