

National Awards Committee – Policy and Procedure		
Title:	Honorary Life Membership	Number: NAC01
Approved By:	National Awards Committee (NAC)	Issue Date: 2015
Status:	Approved by Australian Red Cross Board - February 2018	Next Review: TBA

1.0 Policy

1.1 Introduction

This award is Australian Red Cross' peak award for achievement and merit of the highest degree of service by a member of Australian Red Cross.

2.0 Procedure

2.1 Criteria

2.1.1 The Rules states under 5.13 – Honorary Life Members – The Board may admit any persons to, and remove any persons from, Honorary Life Membership of the Society on the recommendation of the National Awards Committee (NAC) and in accordance with the policies approved by the Board.

2.1.2 Any member of Australian Red Cross is eligible to receive this award.

2.1.3 The NAC receives nominations proposing persons from throughout Australian Red Cross' membership. Ten (10) years' service is generally regarded as a minimum period and much longer terms usually apply as part of a desire to preserve the "highest quality" of service.

2.1.4 Devotion to Red Cross Principles, selfless humanitarian service to others, exceptional leadership and dedication to Red Cross service are characteristic of those who receive the Honorary Life Membership.

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 member of Australian Red Cross.

2.2.2 The details of the nomination should be entered onto the *nomination form* (NAC01.1).

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 (if applicable) to which nominee belongs
- office(s) held in Australian Red Cross – give appropriate dates
- record of service – highlighting major contributions 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* (NAC01.1) must be submitted to the Chair of the relevant 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 Awards Committee, and signed by the Divisional Chair, prior to 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.

2.3.5 **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 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 and 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, as appropriate, 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

NAC01.1

Nomination – Honorary Life Membership

NAC

Register of Recipients