

<b>National Awards Committee – Policy and Procedure</b>		
Title:	<b>Certificate of Commendation</b>	Number: <b>NAC010</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 commendable service to Australian Red Cross.

### **1.2 Scope**

Divisions will present this National Award, with recipients nominated at Divisional level and the nomination ratified by the National Awards Committee (NAC).

## **2.0 Procedure**

### **2.1 Criteria**

2.1.1 In recognising commendable service to Australian Red Cross, there must be evidence of commendable service of a **definite, and precise nature** either in Australia or overseas, in a particular operation involving many persons that is of **limited duration** and given by a member, staff or volunteer (for example, in assisting in disaster relief support work or fundraising).

2.1.2 Nominees may include persons who have given commendable service at Branch, Divisional, National or International Levels.

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

2.1.4 The award of a Certificate of Commendation does not preclude a recipient from also being considered for a Meritorious Award arising from the same service.

### **2.2 Nomination**

2.2.1 Nominations should be made as soon as practicable after the service.

2.2.2 The details of the nomination should be entered onto the prescribed nomination form. (NAC010.1)

2.2.3 Nominations will be made by persons responsible for the particular project or operation.

### **2.3 Submission and Approval**

2.3.1 **The nominations must be considered and approved by the relevant Division, and signed by the Divisional Chair, prior to being submitted to the NAC for approval.**

List of endorsed nominations, must be submitted to National Awards Committee Secretary, Australian Red Cross.

## **2.4 Approval**

2.4.1 On receipt of a list of endorsed nominations, the NAC Secretary will submit the nominations to the NAC for approval.

2.4.2 The NAC will as soon as practicable consider and, except in extraordinary circumstances, approve the nominations.

## **2.5 Presentation**

2.5.1 The NAC Secretary will arrange the production of certificates with suitable inscription under the signature of the President of Australian Red Cross. A sample certificate is provided in Attachment 1 to this policy.

2.5.2 The certificates will be forwarded to the Division 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**

NAC - *Register of Recipients*