

National Awards Committee – Policy and Procedure		
Title:	Distinguished Staff Award	Number: NAC04
Approved By:	National Awards Committee (NAC)	Issue Date: 2015
Status:	Approved by Red Cross Board – July 2015	Next Review: 2017

1.0 Policy

1.1 Introduction

This award is for the purpose of recognising the dedication and service of Australian Red Cross staff.

2.0 Procedure

2.1 Criteria

- 2.1.1 In recognising the dedication and service of Australian Red Cross staff, there must be evidence of exceptional leadership.
- 2.1.2 Nominees may include persons who have given exceptional service at the following levels:
- **Regional level** For example, a local area co-ordinator of volunteer programs who has inspired others to become involved with Australian Red Cross and who has been a 'driving force' for the strengthening of Australian Red Cross locally;
 - **Divisional level** For example, a person in charge of a regional centre which may have several programs such as transport service, blood donor recruitment, Telecross, hospital visitor service, etc; or
 - **National Level** For example, an occupant of head office who may have instigated and guided a new national project associated with any of Australian Red Cross's activities.
- 2.1.3 A period of at least 3 years is preferable but not essential.
- 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* (NAC04.1).

- 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 department to which nominee belongs;
 - position(s) held in Australian Red Cross – give appropriate dates;
 - record of service – concentrating on service to Red Cross recognising outstanding leadership, administrative excellence, devotion to Red Cross Principles, and promotion of Red Cross Principles and purpose over a substantial period
 - record of voluntary service beyond the call of duty
 - details of any previous 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* (NAC04.1) must be submitted to the Chairman of the Relevant Awards Committee in the State or Territory (and in the case of a National staff nominee, to the Chairman 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 Chairman, prior to it being submitted to the NAC for approval.**
- 2.3.3 The Divisional Awards Committee Chairman must inform the Executive Director of a Division in writing of any nominations for the award for Divisional staff.
- 2.3.4 The National Awards Committee Chairman must inform the CEO in writing of any nominations for the award for National staff.
- 2.3.5 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) is responsible to reply in writing to the nominator informing them 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 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, 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

NAC04.1 *Distinguished Staff Award Nomination*
NAC *Register of Recipients*