

National Awards Committee – Policy and Procedure		
Title:	Humanitarian Partner Award	Number: NAC09
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 for the purpose of recognising outstanding service to Australian Red Cross by an external Humanitarian Partner.

2.0 Procedure

2.1 Criteria

- 2.1.1 In recognising the Australian Red Cross Humanitarian Partner there must be evidence of
- (a) a very close relationship between the nominee and Australian Red Cross over a substantial period (*what constitutes a substantial period will vary according to circumstance*)
 - (b) service of an exceptional nature which has greatly assisted the work or reputation of Australian Red Cross
- 2.1.2 Financial Contribution may be taken into account but is not an essential or significant criterion for this award.
- 2.1.3 Nominees may include individuals, corporations or institutions who have served in an exceptional fashion.
- Examples include schools, local and state government bodies or statutory corporations, small and large businesses.
- 2.1.4 The foregoing should not be seen as exhaustive and are offered as **examples only**.

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* (NAC09.1).
- 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
 - length and nature of relationship with Australian Red Cross – give appropriate dates
 - record of service – concentrating on service to Australian Red Cross of a distinguished nature over a substantial period (*what constitutes a substantial period will vary according to circumstance*).
- 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* (NAC09.1) 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. Comment on submissions relating to our Corporate partners should be sought from the Director Engagement and Support prior to submission.
- 2.3.3 If the nomination is unsuccessful in the case of National nominations, the Chair 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.
- 2.3.4 **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 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 to be included in the Annual Report.

2.5 Presentation

- 2.5.1 The NAC Secretary will arrange suitable inscription of the award plaque 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 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

NAC09.1 *Nomination – Red Cross Humanitarian Partner Award*
NAC *Register of Recipients*