

Procedure Name	National Awards Procedure		
Associated Policy Name	National Awards Policy		
Procedure Approver	Chief People & Culture Officer		
Procedure Owner	Manager – National Operations		
Version	Date of Approval	Summary of changes made	Next review due
1.0	6 July 2023	<ul style="list-style-type: none"> Policy and procedure separated Created one procedure to cover all National Awards Clearly differentiated the procedure for employees and national Board and Committee members 	2027
1.1	27 July 2023	Procedure updated on endorsement of nominations for Society Employees	2027
1.2	3 October 2023	Procedure updated in connection with nominations for Society Employees	2027

1 Nomination

- (a) Nominations for these awards can be made by any Australian Red Cross person (volunteer, member or employee).
- (b) The details of the nomination should be entered onto the *appropriate nomination form*.
Note: *Nomination forms can be accessed at redcross.org.au/governance/national-awards*
- (c) Nominations take the form of key background information and a citation, supported if necessary, by other information perceived to be relevant to the nomination.
- (d) The following points should be covered in the draft citation in the order given:
- Personal details of the nominee.
 - Australian Red Cross membership and volunteer service details, including current and past Red Cross Group (Branch/Club/Zone/Unit, etc) associations and/or volunteer assignments.
 - Level of service i.e., International, National, Division, and/or Local.
 - Total period of service to Australian Red Cross.
 - Office(s) and positions held within Australian Red Cross (if applicable) including dates.
 - Details of any previous Australian Red Cross Awards.
- Note:** *The relevant Division Awards Coordinator (for Division Nominations) or National Awards Coordinator (for National Nominations) can access and provide this information to nominators as needed.*
- (e) The citation should not exceed 300 words other than in exceptional circumstances.
- (f) Nominations are strictly confidential.
Note: *Nominees for awards should not be advised that they are being nominated.*

2 Submission and Endorsement

- (a) The completed nomination form for:
- All employees and all national Board and Committee members (**National Nominations**) should be submitted to the National Awards Committee via the National Awards Coordinator at awards@redcross.org.au.
 - All other nominees (**Division Nominations**) should be submitted to the Division Awards Committee via the relevant state or territory awards coordinator where the nominee is based.
- (b) National Nominations for:
- Society employees, must be:
 - Endorsed by the employee's line manager; and
 - Approved by the CEO in advance of the nomination being submitted to the National Awards Committee for consideration.
 - Lifblood employees, must be endorsed by the Lifblood CEO.
 - National Board and Committee members must be endorsed by the President.

Note: The National Awards Coordinator will coordinate endorsements/approvals from line managers, CEO (with a copy of nominations to be sent to the Chief People & Culture Officer concurrently with the CEO) and President for National Nominations.

- (c) Division Nominations must be endorsed by the relevant Division Awards Committee and signed by the Division Chair prior to being submitted to the National Awards Committee for consideration.
- (d) Prior to being submitted to the National Awards Committee for consideration, nominations for:
 - (i) International Service Award must be endorsed by the Head of International Programs.
 - (ii) Humanitarian Partner Award must be reviewed by the Head of Partnerships.

Note: The National Awards Coordinator will coordinate these endorsements.

- (e) **COMPLETED AND ENDORSED** nomination forms marked '**CONFIDENTIAL AWARDS**' must be submitted to National Awards Coordinator, Australian Red Cross on or before the round closing date.

Note: Nomination forms can be submitted to National Awards Coordinator by email to awards@redcross.org.au

- (f) If Division Nominations are unsuccessful in achieving Division endorsement, and the nominator seeks reasons for the unsuccessful nomination the Division Awards Coordinator will communicate with the nominator.

3 Approval

- (a) The National Awards Coordinator will submit all endorsed nominations to the National Awards Committee for review and consideration.
- (b) The nomination will become successful if it is approved by the person or party nominated to assess that award in the policy.

Note: All nominations for Honorary Life Membership, after being endorsed by the National Awards Committee must then go to the Board for approval.

- (c) A nomination may be considered by the National Awards Committee on three (3) occasions after which the nomination will be considered unsupportable.
- (d) If the nomination is unsuccessful after National Awards Committee review:
 - (i) **For Division Nominations:** The nomination will be returned to the appropriate Division Awards Coordinator with appropriate notation to advise the nominator.
 - (ii) **For National Nominations:** The National Awards Coordinator will advise the nominator.

Note: The National Awards Coordinator will liaise with the National Awards Committee Chair to provide a response to any nominator seeking reasons their nomination was unsuccessful.

- (e) If the successful nominee is a:
 - (i) **Division Nomination:** The National Awards Coordinator will notify the Division Awards Coordinator of successful nominations in their Division.
 - (ii) **National Nomination:** The National Awards Coordinator will inform the CEO, Chief People & Culture Officer and President, along with line manager (for employees), in writing of successful nominations.
- (f) The President of Australian Red Cross will inform the successful nominees in writing, noting the National Awards Coordinator will draft and coordinate these communications.
- (g) A list of the total number of approved National awards will be submitted to be included in the Annual Report.

Note: The list of successful National Award nominees endorsed by the NAC should be kept confidential until the official presentation.

4 Presentation

- (a) The National Awards Coordinator will arrange suitable inscription of awards and the signature of the President of Australian Red Cross upon the official citation in time for presentation.
- (b) The engraved awards, signed citations and badges, will be forwarded to the Division for presentation or where appropriate to the President of Australian Red Cross for presentation.

Note: Please refer to the National Awards Policy for details of each award.
- (c) The National Awards Coordinator will liaise with employee nominees to coordinate the presentation of their awards.
- (d) The Division Awards Coordinators will liaise with Division nominees to coordinate the presentation of their awards.

- (e) The Board Administrator will liaise with national Board and Committee members to coordinate the presentation of their awards.
- (f) In the event the nominee has received the same award previously, a bar will be presented to be added to their existing medal.
- (g) A national *Register of Recipients* will be maintained by the National Awards Coordinator.