

U3A Sapphire Coast – AWARDS

General Policy

Certificates of Appreciation and Honorary Life Memberships are awarded to members who have contributed in an outstanding way to the furtherance of U3A ideals.

There will be four awards,

1. 5 year Certificate of Appreciation to be awarded after AT LEAST five years cumulative service, either as a member of the committee, or as a leader.
2. 10 year Certificate of Appreciation to be awarded after AT LEAST 10 years cumulative service, either as a member of the committee or as a leader.
3. Honorary Life Membership to be awarded after AT LEAST 15 years cumulative service with the previous award of Certificate of Appreciation already held. This Award represents a financial commitment by the Association and should not be handed out lightly.
4. Special Award relating to outstanding service not related to time served.

In order to make the process fair, transparent and equitable, a consistent process should be followed, i.e. worthy recipients are to be identified by their peers as a formal procedure. A form outlining the requirements and criteria is to be used for this purpose, requiring nominators to provide a citation outlining the outstanding service of the nominated member. In particular, because it represents a financial commitment for the Association, the Award of Honorary Life Member will be scrutinised carefully.

The nomination and citation will be considered by either the U3A committee or an Awards Panel convened for the purpose. Nominations may be submitted at any time, but Awards will be considered only once per year prior to the AGM.

Recipients will be presented with their Certificates of Appreciation, or Honorary Life Membership at the next AGM after a nomination has been received and ratified.

Member name tags of Recipients will include the Award.

Recipients' names will be shown on the website on a 'Roll of Honour' as well as featured in the Newsletter.

Details of procedure

The Nomination Form sets out procedures to be followed :

- A member decides to nominate someone for an award.
- Specify on the form which award is to be considered
- A seconder is required for the nomination
- The citation section of the form requires some details of the nominee's actual service, this could be a simple timeline showing that the member has contributed to U3A SC over the required period, but it is expected that there would be further comment regarding the merit of that contribution and how it furthered the aims of the Association etc. Note that service time can be cumulative, i.e. not necessarily in a continuous qualifying period). Consideration should also be made where a member has served concurrently both on the committee and as a Leader.
- The nomination is then forwarded to an awards panel for consideration. This will consist of at least 3 persons, perhaps including the Membership Registrar, because advice re eligibility etc. is required, but could be re-convened each year.
- The MR checks for technical eligibility, (required length of service as either a leader or committee member, or whether an Award is already held - if OK, the nomination is considered by the panel.
- If not ratified, the original nominator should be informed, with reasons, that the nomination was unsuccessful, and perhaps be invited to improve the citation, or let it lapse.
- If ratified, the process moves on to signing off on the various activities to follow e.g.

Panel Notify Public Officer, Membership Registrar, and Secretary
Member Reg Enter details in membership db and produce a new name tag including the Honour info (to be handed out with presentation at the AGM)

Secretary Prepare documents for presentation – Certificates etc.

- The Award is presented at the next following AGM
- Completed Nomination form to be retained and filed.
- Website manager to Update the 'Roll of Honour' on the website

Notes for nominators :

Timetable :

Nominations can be made at any time during the year, but the process needs to be finalised before the end of February to allow time for the various procedures to be completed before the AGM in March. Suggest cut off date 31 December for nominations. Because of the financial nature of the Honorary Life membership, only one will be granted in any given year.

Length of service

The time served is designated as cumulative, that is, cumulative as a leader or committee member, not as a member simply remaining financial for 5 years, but only occasionally doing something. e.g. .A person may therefore be a leader for a couple of years, then have a break of 2 years, then come back to it for 3 years resulting in a cumulative period of 5 years. Members who serve concurrently on both the committee and as leaders may be given special consideration to count such time as separate.

Nominators and seconders

Nominator, seconder, and nominee should all be financial at the time of nomination.

Consistency

Awards should be made according to the same criteria for everyone. Reports outlining the records of leaders and committee members can be obtained from the membership registrar

Advertisement

All members should be informed (via the newsletter and the website) about this facility and be encouraged to nominate a worthy recipient. Nomination forms can be downloaded from the website, or from the Membership Registrar, Secretary, or from a stock to be held at the Centre.

Secret

Whether or not to keep the nomination a secret from the proposed recipient would be up to the nominator.

Weighting the kinds of service performed.

Previously, a simple matrix which indicates that a person has been a leader or a member of the committee in a specified year has been used to determine who is worthy of an award, coupled with personal knowledge. Such a graph may be an adequate indication for someone as a committee or sub-committee member, which is generally a full year commitment, however, it cannot indicate anywhere near accurately what the person might have achieved as a leader, which could vary from leading several courses every week for the whole year (i.e. 40+ sessions, or simply being the contact point for one one-off event). Leaving the decision up to an awards panel's personal knowledge is also deemed inadequate.

It may be possible to devise a points system within the member database, aligned to leader records which gives weight to the relative merit of service. e.g., say, 1 point for every session, as either convenor or leader. Thus a person convening one session per year would earn 1 point, while someone leading a course every week would earn 40 points in

the year. Or perhaps the point value for leaders of courses who not only give their time on the day but prepare notes etc. should be at the rate of 1.5 per session

A member of the Committee or a sub-committee would earn perhaps 20-30 points for the year, or some figure to be decided.

U3A Sapphire Coast AWARDS

Do you know someone who works tirelessly for the benefit of other U3A members?

All members now have the opportunity to nominate themselves or another member for an Award.

There are 4 types -

- 5 year Certificate of Appreciation
- 10 Year Certificate of Appreciation
- Special Certificate of Appreciation
- Honorary Life Membership

All nominations will be confidential and will be considered by a review panel. Nominators will be notified of results, and Awards will be presented at the U3A AGM.

There are some guidelines under which the various awards will be given, and a nomination form **must** be completed. Nominations may be made at any time through the year up to 31 December.

To obtain a nomination form, or request more information, please contact Pat McKay on

02 6495 4345 or U3Ascmemreg@gmail.com

I Mbr# propose that
 Mbr# be awarded a

- 5 year Certificate of Appreciation
- 10 year Certificate of Appreciation
- Special Certificate of Appreciation
- 15 year service – Honorary Life Membership

Seconded by Mbr# Date

Has member received an award previously? No / Yes

If Yes, please state which and year

Note - to receive an honorary life membership the member must already be eligible for, or have been awarded the 5 and 10 year Certificates of Appreciation.

Citation in support of this nomination :

Please enter details of the member’s service, e.g. as a course leader and year/s, or membership of the management committee, including the year/s and position/s held, together with any information regarding how the duties and responsibilities were carried out and why this service should be recognised by U3A Sapphire coast as exemplary.

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If space insufficient please attach another page.

Ratification

The citation should be submitted to the Awards sub-committee, or a specially convened sub-committee, by 31st December to allow time for checking and consideration. If approved, the Award will be presented at the next AGM. If not approved the nomination will be returned to the nominator for any further action.

Approved / Not approved (Give reason)

Signed Mbr# date
Convenor Awards Panel.

<i>Record action :</i>		<i>Date</i>
Sub c/tee	Notify Public Officer
MemReg	Enter in membership db & print new name ID
Secretary	Prepare documents for presentation
Award presented by		at AGM
		<i>(year)</i>