



U3A Canberra POLICY No. P110

| Outstanding Service Awards Policy | |
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| Responsible person: President | Scheduled review date: Every three years |
| Approved by: Committee meeting 12 March 2024 | Authors: Gary Davis and Cissy Parker (Committee Members) |

INTRODUCTION

This policy is designed to identify a consistent and transparent approach to awards for outstanding service to U3A-ACT Inc (U3A).

PURPOSE

To guide the process for nominating and selecting members who will receive outstanding service awards for their service to U3A.

This policy has one attachment.

Attachment A: Nomination Form for Outstanding Service Awards (OSA)

Policy

1. OSAs are intended to honour past and present U3A members who have made an outstanding contribution over a period of time to furthering the aims of U3A.
2. The number of awards made in any given year should be limited so that they do not become devalued.
3. In exceptional circumstances the Committee may consider making an outstanding service award to a member who has made an outstanding contribution over a period of less than ten years.
4. OSAs may be made posthumously where a nominee predeceases the final selection process for that year
5. **Eligibility Criteria** - Members of U3A are eligible to be considered for OSAs if they meet the following eligibility criteria:
 - 5.1. have not previously been granted an OSA
 - 5.2. have made an outstanding voluntary contribution to U3A over a period of at least ten years
 - 5.3. have made this contribution in any area or areas in which volunteers make contributions, including as U3A Office holders, Committee or Sub-Committee members, course leaders, coordinators, volunteers in offices and operational areas of U3A or as event organisers

- 5.4. would be recognised by other members who know them as having made an outstanding contribution.
6. **Timetable** - A general call will be made to the membership for nominations for OSAs in August of each calendar year:
 - 6.1. The Secretary will advertise to the membership that nominations have opened and indicate that nominations must be made on the nomination form (**Attachment A**).
 - 6.2. The Secretary will advise members of the closing date for nominations, when successful candidates will be announced and when awards will be presented.
 - 6.3. The Secretary will request all coordinators to nominate any suitable members from their area for an OSA in the given year.
7. Each nomination must be made by two current financial members of U3A.
8. Nominations should demonstrate how a nominee meets the criteria for selection in Section 5 above.
9. **Award Determination Process** - An OSA Advisory Group (OSAAG) will be convened annually to provide advice to the Committee for the current year.
 - 9.1. The OSAAG will be chaired by the President of U3A, or where determined, the President's nominee from the Committee.
 - 9.2. The chair will be assisted by three U3A members who are recognised as having a broad understanding of U3A and its volunteers.
 - 9.3. The Committee will appoint the three OSAAG members annually at its July meeting.
 - 9.4. No OSAAG members will be able to be involved in making a nomination and must declare any conflict of interest in relation to a nomination considered.
 - 9.5. The group will be convened by its chair in the month following the closure of nominations.
10. Unless it is a year in which all nominations are of exceptional merit, the OSAAG will endeavour to limit the number of awardees to six. No more than ten awards should be presented in any year.
11. In making recommendations to the Committee, the OSAAAG will:
 - 11.1. determine the eligibility of nominees
 - 11.2. assess the relative merits of the nominees against the eligibility criteria
 - 11.3. take account of the range of activities undertaken by volunteers across U3A
 - 11.4. where insufficient nominations are received, provide advice on potential additional nominations that could be considered by the Committee.
12. Where the OSAAG does not recommend a nominated person for an OSA, it may recommend that a Long Service Recognition Award be made, provided that the criteria for the award of a VLSRA are met.

13. Recommendations from the OSAAG for successful award nominees will be presented to the October Committee meeting for decision:
 - 13.1. Recommendations to the Committee will include the full list of nominations received.
14. Committee members who are directly involved in any award nomination will not be involved in final decisions on the awards, nor will they be able to serve as members of the OSAAG. Committee members must also declare a conflict of interest in relation to any award recommendation received from the OSAAG and abstain from voting.
15. Successful nominees will be advised of their awards in writing by the President of U3A following the Committee's decision.
16. Each year the Committee will determine an appropriate time and function at which to present the awards.
17. The Secretary will add the current year awardees to a Register of Recipients of U3A OSAs, which will also be published on U3A's website
18. The decisions of the Committee on the current year awardees are final so no appeals will be considered.



ATTACHMENT A

Nomination Form

U3A-ACT Inc. Outstanding Service Award (insert year.....)

Name of nominee

Address and contact details of nominee

Positions held by nominee and length of service in each (if known)

Citation

(This part of the nomination form should provide a summary of the nature of the significant contributions that the nominee has made to U3A as a result of their work in the volunteer position(s) identified above and it should explain why the nominee's service should be recognised).

PLEASE NOTE, IN WRITING THE CITATION YOU MUST CONVINCING THE SELECTION COMMITTEE OF THE MERITS OF THE NOMINEE.

IT IS NOT AUTOMATIC THAT EVERY NOMINEE WILL RECEIVE THIS PRESTIGIOUS AWARD.

Citation continued...

Nominator 1.

Name

Signature

Date

Contact details

Nominator 2.

Name

Signature

Date

Contact details