

HONORARY LIFE MEMBERSHIP GUIDELINES

Honorary Life Membership (HLM) is the highest recognition that can be awarded to a member by the association. It is bestowed upon individual organisational members in acknowledgement of loyal and outstanding service and contributions that has provided measurable benefit to Hepatitis NSW (HNSW) over an extended period of time.

HLM is awarded to recipients as part of the Audrey Lamb Community Forum, held in conjunction with the HNSW Annual General Meeting each year.

Nomination Process

1. Any financial or retired member can be nominated by any current financial member with the nomination seconded by at least one other financial member using the approved Nomination form.
2. Nominations should include the nominator's reasons for putting forward the candidate with the support of favourable applications demonstrating minimum service requirements and examples meeting the criteria.
3. This should be a written document and signed by the nominating member and a seconder and submitted to the Secretary to be tabled at any Board meeting prior to each AGM.
4. Honorary Life Membership cannot be nominated by or supported by an immediate family member.
5. In the event that the Nominee is serving on the Board of Governance at the time of nomination, that person must be disqualified from any deliberation on the nomination.
6. A simple majority of a meeting of the Board of Governance is sufficient for the nomination to be pursued. If required at this time the Human Resources Remuneration (HRR) Committee will further research the nomination and report back to the Board.
7. In the event that the HRR committee is required to undertake further research and believes the nomination is worthy of Honorary Life Membership a majority is required to formalise the nomination.
8. The HRR Committee will present nominations requiring further research to the Board for final consideration of the nomination and awarding, if appropriate, of Honorary Life Membership.
9. Honorary Life Membership will be presented at the next Annual General Meeting and must be recorded in HNSW's official records.
10. The granting of Honorary Life Membership and the recipient's service to HNSW will be publicised in HNSW's media and any other communication tool considered appropriate.
11. Nomination for Honorary Life Membership must be tabled and agreed at a Board meeting no less than 30 days prior to the Annual General Meeting.
12. The close of applications for the current year is COB, Thurs 10 September 2020.

Criteria

Honorary Life Membership should not be considered as a competitive matter. Nominees must be considered individually and on their personal attributes and achievements and not in comparison to others.

Granting Honorary Life Membership is a balancing exercise. Criteria are provided as guidance, but it is the overall contribution of the nominee that must be evaluated. There is necessarily some subjectivity in the granting of Honorary Life Membership. Nominees' strengths against the various criteria will vary.

To assist with the nomination, some or all of the following criteria should be considered.

For any of the relevant criteria the nominee should have demonstrated an outstanding, exceptional contribution, beyond the ordinary for an extended period of time, which has a measurable benefit to Hepatitis NSW

Eligibility

- Minimum 5 years' consecutive financial organisational membership.
- Minimum 5 years in specific, and preferably voluntary, roles that contribute to the benefit of HNSW. These roles may include but not be restricted to – service on the Board, coordinator roles, fund raising activities, promotional and marketing, committee and/or event coordinator roles, committee and/or event support roles.

Assessment criteria

- (i) History of representing HNSW with distinction on hepatitis or related sector boards; committees, advisory groups or panels; in public and community forums; media, advocacy and lobbying activities.
- (ii) Demonstrated commitment and dedication to, including modelling behaviours articulated in the Vision, Mission and Organisational Values of HNSW.
- (iii) Demonstrated leadership of, in or on behalf of HNSW, including acting as a role model and mentor.

Objections and rescinding of Honorary Life Membership

In the case of an objection, the objector must provide strong reasons and/or evidence that demonstrates the basis for awarding the Honorary Life Membership does not meet selection criteria or is based on an inaccurate representation of the recipient's contribution. The HRR Committee must provide and document evidence upon which the final decision was based.

Rescinding of Honorary Life Membership may occur where the recipient has conducted him/herself in a manner that adversely impacts on the reputation of HNSW. This provision should be exercised in exceptional circumstances and will require the full support of the Board of Governance. As part of the deliberation the Honorary Life Member is to be given an opportunity to present his/her case for retention of his/her status.

Honorary Life Membership – Benefits

- Full membership for life with no fees.
- Inclusion on HNSW Honour Roll
- Recognition in HNSW publications

2 July 2020

NOMINATION FORM

Honorary Life Membership

Instructions

Please type directly into this document or print it out and hand-write your content. If you have typed directly into the document, you can email it back to us, along with supporting document files to igennery@hep.org.au

If you have printed out the form and hand-written your content, please post it to **Hepatitis NSW, PO Box 432, Darlinghurst NSW 1300**

The close of applications for the current year is COB, Thurs 10 September 2020.

PART 1

Section 1 - Purpose

This form **must** be completed by a colleague, co-worker, volunteer, peer or community member only. Under no circumstances should it be self-filled by the person nominated for the award.

Section 2 – Nominee

Details of the person you believe should get the award

Title		First name		Last name	
Position			Address	NSW	
Phone			Email		

Section 3 – Reasons for nomination

In about **500 words** (total) tell us why the person should get the award. Tell us about how they meet the criteria. In particular, tell us about their:

- (i) History of representing HNSW with distinction.
- (ii) Demonstrated commitment, dedication and living the Vision, Mission and Organisational Values of HNSW.
- (iii) Demonstrated leadership, role modelling and mentoring as part of HNSW.

Section 4 – Other information

Briefly tell us any other information that about the person that supports the nomination not covered by the selection criteria.

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Section 5 – Supporting documentation

Please attach any documents supporting the nomination.

Section 6 – Declaration

Complete your details and sign the nomination form.

I nominate the nominee to the Board of Governance of HNSW for Honorary Life Membership.

Title		First name		Last name	
Position			Address	NSW	
Phone			Email		
			Signature		
			Date	___ / ___ / _____	

PART 2 [OFFICE USE ONLY]

Section 7 – Eligibility		
Criteria	Yes	No
Minimum 5 years' consecutive financial organisational membership.	<input type="radio"/>	<input checked="" type="radio"/>
Minimum 5 years in specific, and preferably voluntary, roles that contribute to the benefit of HNSW.	<input type="radio"/>	<input checked="" type="radio"/>

Section 8 – Recommendation		
To be completed by the Chair of the Human Resources and Remuneration Committee.		
<p>I confirm the nominee is eligible for elevation to Honorary Life Member status. The HRR Committee has considered the information contained in the nomination and reviewed available documentation against the criteria in reaching a recommendation. On behalf of the HRR Committee I recommend/do not recommend* the nomination for consideration by the Board of Governance. <i>* delete as appropriate</i></p>		
		__ / __ / ____
HRR Chairperson	Signature	Date

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