



# RFSA

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## RFSA HONOURS AND AWARDS

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### POLICY STATEMENT

The Association is committed to publically acknowledging achievements by those Members who have made significant contributions towards its objectives.

### BACKGROUND

An honours and awards scheme has been developed by the Association and a standing committee of State Council established to review nominations.

The Committee comprises:

- Four (4) Members or alternatives to RFSA State Council (one representative from each RFS Region) nominated by the State Council
- Where one region cannot find a representative, an alternative from another region may be nominated as a proxy Member for the region
- RFSA Chief Executive Officer or his or her nominee

The term of the Committee shall be for a period of two (2) years, with all Members of the Committee eligible for re-election.

### AWARDS

- Life Member – 1.1 (Annexure A)
- Member of the Year – 1.1 (Annexure B)
- Young Member of the Year – 1.1 (Annexure C)

Source of Funding:

NSW RFSA (ACN 154 998 320) was established to promote the objectives of the Association and provide funding to the Association to achieve common objects. The payments made under this policy may be made by NSW RFSA or be funded by NSW RFSA.



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## RFSA POLICY FOR LIFE MEMBERSHIP

### 1 Nature of the Award

1.1 Life Membership is the highest award the Association can bestow and is presented sparingly and only to those who have made significant, quality and sustained contribution towards the growth and success of the Association, above and beyond the normal expectations of any position they may have served in.

1.2 The Award shall consist of a personal award such as the Association sees fit, which may change from time-to-time, and engraving of the recipient's name on the RFSA's Life Membership Honour Board.

### 2 Purpose of the Award

2.1. The purpose of this Award is to recognize the service of an individual who has made significant contributions, as referred to in Clause 1.1, to the Association through participation in and support of its meetings and committees or other significant programs and projects. It is intended that this award recognize contributions at all levels.

2.2 It is designed to recognise the loyalty and dedication of long-serving Members, and to give all Members something to strive towards.

### 3 General Conditions

3.1 Life Members will have the same voting rights as a Member for as long as they are a Member.

3.2 Upon ceasing to be a Member, only voting rights are lost.

3.3 The RFSA Life Membership Honour Board will be held in a prominent position at the RFSA Office.

3.4 Life Membership is not transferable.

3.5 Life Membership can be rescinded if the person's conduct adversely impacts the image or activities of the Association. This action requires the passing of a special resolution at State Council.



3.6 Life Membership will be announced and presented to the recipient by the RFSA's President of the day at the RFSA State Conference or an appropriate function to be conducted at a suitable time and place.

3.7 Only a maximum of two (2) Life Memberships can be awarded in a given year.

3.8 Life Membership does not have to be bestowed every year.

3.9 A Member or retired Member as per the Constitution can nominate a person for the award for Life Membership.

3.10 A Life Member will receive sponsorship to attend an official presentation event to be determined (refer 3.6 above).

#### *4 Eligibility/Criteria*

Each nomination will be judged on its merits. Achievement of the service eligibility does not automatically qualify a Member to receive Life Membership. The decision of the Committee is final with no further discussion to be entered into.

An individual nominated:

4.1 Must have been a registered ordinary Member of the RFSA for a minimum period of 15 years at the date of closure for nomination.

4.2 Must have held an RFSA elected or appointed position for minimum, but not necessarily consecutively, eight year (8) period.

4.3 Activities considered for this award include:

(a) Participation in Association's programs and projects as organizer, committee member, etc.

(b) Service as an elected officer.

The Committee may also take into account past activities and the increase in the success of the RFSA in those areas for which the nominee is responsible.

4.4 Must have gained widespread respect throughout the RFSA and demonstrated desirable qualities such as leadership excellence in representing the Association, above and beyond what would normally be expected by any Member at any level. Achieving excellence is the result of high performance throughout the entire organization.

4.5 A Member can receive an award only in the category for which they have been nominated, and only in a single category (ie, Life Member, Member of the Year, or Young Member of the Year). For example: a Member cannot be awarded Life Membership if nominated in the category of Member of the Year. Similarly, a Member cannot be awarded both Member of the Year and Life Membership in a single year, even though they may have been nominated for both Awards.

#### *5 Nomination Process*



5.1 All matters relating to nominations received are confidential and only the final decision of the committee will be publicly announced.

5.2 Nominations can only be made by an ordinary Member and be endorsed by two other Members.

5.3 Call for nominations will be made in March every year and the closing date will be 30 April, each year.

5.4 All nominations must be on the approved form which is available from the RFSA Office or the RFSA website.

5.5 Completed Nomination forms are to be mailed to the RFSA Office, marked CONFIDENTIAL, for the attention of The Chairperson, RFSA Honours and Awards Committee or sent to the specified RFSA email address: [awards@rfsa.org.au](mailto:awards@rfsa.org.au)

5.6 It is the responsibility of the Member(s) submitting the nomination to provide complete and relevant information in support of the nomination.

5.7 The Honours and Awards Committee will consider the applications received against this policy and the criteria shown on the nomination form.



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# RFSA POLICY FOR MEMBER OF THE YEAR

## *1 Nature of the Award*

1.1 Member of the Year is a highly prestigious RFSA award that recognises a Member who has made exceptional contribution to RFSA programs and projects throughout the preceding calendar year.

1.2 The Award shall consist of a personal award such as the Association sees fit, which may change from time-to-time, and engraving of the recipient's name on the RFSA's Member of the Year Honour Board.

1.3 The Award will include attendance at one appropriate and relevant national or international conference of the recipient's choice from an approved list provided by the RFSA. On the recipients return from their chosen conference, they will produce a report which they can present in person to a State Council meeting or provide in a written format. The report should address the following: Précis of the conference content, how beneficial was the conference, what new information they learnt, how will any learning outcomes be applied to their involvement in RFSA/RFS.

## *2 Purpose of the Award*

2.1. The purpose of this Award is to recognize the service of an individual who has made a significant contribution to the Association through participation in and support of its meetings, committees and/or other significant programs and projects. It is intended that this award recognize contributions at all levels.

2.2 It is designed to provide incentive to achieve excellence, being the result of high performance throughout the entire organisation.

## *3 General Conditions*

3.1 The RFSA Member of the Year Honour Board will be held in a prominent position at the RFSA Office.



3.2 The Member of the Year award is not transferable.

3.3 The Member of the Year award can be rescinded if the person's conduct adversely impacts the image or activities of the Association. This action requires the passing of a special resolution at State Council.

3.4 Member of the Year will be announced and presented to the recipient by the RFSA's President of the day at the RFSA State Conference or an appropriate function to be conducted at a suitable time and place.

3.5 Only one (1) Member of the Year can be awarded in a given year.

3.6 The award of Member of the Year does not have to be bestowed every year.

3.7 A Member or Retired Member as per the Constitution, is the only person who can nominate a person for the award of Member of the Year.

3.8 The Member of the Year will receive sponsorship to attend an official presentation event to be determined (refer 3.4 above).

#### *4 Eligibility/Criteria*

Each nomination will be judged on its merits. Achievement of the service eligibility does not automatically qualify a Member to receive the award of Member of the Year. The decision of the Committee is final with no further discussion to be entered into.

An individual nominated:

4.1 Must have been a registered ordinary Member of the RFSA for a minimum period of two (2) years at the date of closure for nomination.

4.2 Must have regularly attended branch and/or divisional meetings and/or RFSA State conferences.

4.3 Must have demonstrated diligence and persistence in representing the Association at all levels, above and beyond what would normally be expected by any Member.

4.4 A Member can receive an award only in the category for which they have been nominated, and only in a single category (ie, Life Member, Member of the Year, or Young Member of the Year). For example: a Member cannot be awarded Member of the Year if nominated in the category of Life Member. Similarly, a Member cannot be awarded both Life Member and Member of the Year in a single year, even though they may have been nominated for both Awards.

#### *5 Nomination Process*

5.1 All matters relating to nominations received are confidential and only the final decision of the Committee will be publicly announced.

5.2 Nominations can only be made by an ordinary Member and be endorsed by two other Members.



5.3 Call for nominations will be made in March every year and the closing date will be April 30, each year.

5.4 All nominations must be on the approved form which is available from the RFSA Office or the RFSA website.

5.5 Completed Nomination forms are to be mailed to the RFSA Office, marked CONFIDENTIAL, for the attention of The Chairperson, RFSA Honours and Awards Committee or sent to the specified RFSA email address: [awards@rfsa.org.au](mailto:awards@rfsa.org.au)

5.6 It is the responsibility of the Member(s) submitting the nomination to provide complete and relevant information in support of the nomination.

5.7 The Honours and Awards Committee will consider the applications received against this policy and the criteria shown on the nomination form.



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# RFSA POLICY FOR YOUNG MEMBER OF THE YEAR

## *1 Nature of the Award*

1.1 Young Member of the Year is a highly prestigious RFSA award that recognises a Young Member who has made exceptional contribution to RFSA programs and projects throughout the preceding calendar year.

1.2 The award shall consist of a personal award such as the Association sees fit, which may change from time-to-time, and engraving of the recipient's name on the RFSA's Young Member of the Year Honour Board.

1.3 The Award will include attendance at one appropriate and relevant national or international conference of the recipient's choice from an approved list provided by the RFSA. On the recipients return from their chosen conference, they will produce a report which they can present in person to a State Council meeting or provide in a written format. The report should address the following: Précis of the conference content, how beneficial was the conference, what new information they learnt, how will any learning outcomes be applied to their involvement in RFSA/RFS.

## *2 Purpose of the Award*

2.1. The purpose of this Award is to recognize the service of a young individual who has made a significant contribution to the Association through participation in and support of its meetings, committees and/or other significant programs and projects. It is intended that this award recognize contributions at all levels.

2.2 It is designed to provide incentive to achieve excellence, being the result of high performance throughout the entire organisation.



### *3 General Conditions*

3.1 The RFSA Young Member of the Year Honour Board will be held in a prominent position at the RFSA Office.

3.2 The Young Member of the Year award is not transferable.

3.3 The Young Member of the Year award can be rescinded if the person's conduct adversely impacts the image or activities of the Association. This action requires the passing of a special resolution at State Council.

3.4 Young Member of the Year will be announced and presented to the recipient by the RFSA's President of the day at the RFSA State Conference or an appropriate function to be conducted at a suitable time and place.

3.5 Only one (1) Young Member of the Year can be awarded in a given year.

3.6 The award of Young Member of the Year does not have to be bestowed every year.

3.7 A Member or Retired Member as per the Constitution is the only person who can nominate a person for the award of Young Member of the Year.

3.8 The Young Member of the Year will receive sponsorship to attend an official presentation event to be determined (refer 3.4 above).

### *4 Eligibility/Criteria*

Each nomination will be judged on its merits. Achievement of the service eligibility does not automatically qualify a Member to receive the award of Young Member of the Year. The decision of the committee is final with no further discussion to be entered into.

An individual nominated:

4.1 Will not have turned 30 years of age by the 31 December in the year of nomination.

4.2 Must have been a registered ordinary Member of the RFSA for a minimum period of two (2) years at the date of closure for nomination.

4.3 Must have regularly attended branch and/or divisional meetings and/or RFSA State conferences.

4.4 Must have demonstrated diligence and persistence in representing the Association at all levels, above and beyond what would normally be expected by any Young Member.

4.5 A Member can receive an award only in the category for which they have been nominated, and only in a single category (ie, Life Member, Member of the Year, or Young Member of the Year). For example: a Member cannot be awarded Young Member of the Year if nominated in the category of Member of the Year. Similarly, a Member cannot be awarded both Member of the Year or Young Member of the Year in a single year, even though they may have been nominated for both Awards.



### *5 Nomination Process*

5.1 All matters relating to nominations received are confidential and only the final decision of the committee will be publicly announced.

5.2 Nominations can only be made by an ordinary Member and be endorsed by another referee who is an ordinary Member.

5.3 Call for nominations will be made in March every year and the closing date will be 30 April, each year.

5.4 All nominations must be on the approved form which is available from the RFSA Office or the RFSA website.

5.5 Completed Nomination forms are to be mailed to the RFSA Office, marked CONFIDENTIAL, for the attention of The Chairperson, RFSA Honours and Awards Committee or sent to the specified RFSA email address: [awards@rfsa.org.au](mailto:awards@rfsa.org.au)

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