

National Nomination Distinguished Staff Award

STRICTLY CONFIDENTIAL

Nominations for all Australian Red Cross awards are confidential and nomination does not guarantee the award will be approved. Please do not advise the person you are nominating them. You may collaborate with others to complete this nomination.

I nominate the undermentioned person whose service to Australian Red Cross in my opinion qualifies them for this award.

Nominator (Name/Division):

Signed:

NOMINEE: PERSONAL DETAILS

Title:

Mr Mrs Ms Miss Dr Other

Post Nominal:

Family Name:

Given Name:

Address:

Suburb:

State:

Postcode:

Contact No:

Email:

Period of Australian Red Cross Service:

Australian Red Cross Member category
(if applicable):

Positions/Offices Held (give dates):

Level of Service:

International (IFRC, ICRC) National State/Territory (Divisional) Local (community, Branch/Unit)

Previous Australian Red Cross Awards:

Divisional Endorsement:

Date:

Divisional Chair (signature):

NOMINATION CRITERIA

This section is for nominators to share specific, detailed information with the members of the Awards Committee to show how the person they are nominating meets the criteria for this award.

Points to note:

- This section must be completed. Incomplete nomination forms will not be accepted.
- This section is read only by members of the Awards Committee(s) and will not be made public.
- Only Australian Red Cross service is relevant, do not include other activities undertaken by this person.
- This award is specifically focused on service by staff of Australian Red Cross.

Nomination Criteria

1. Please give evidence that this person provided service over a sustained period of time (3 years is preferable but not essential).

2. Please give evidence that this person has provided exceptional leadership. 2 – 3 specific stories would be helpful. Serving in an 'exceptional fashion' is more than just roles taken on or length of time served. It is going above and beyond in your duties or in your care of others. Leadership is being able to 'make things happen' by sharing a vision, overcoming challenges, and bringing others with on the journey.

DRAFT CITATION

This section will be read out publicly at the presentation of the award and printed and handed to the awardee. It may also be shared online or in other media. It is not the main source of information for deciding whether or not the person receives the award.

Points to note:

- The draft citation is not to exceed 300 words (unless exceptional circumstances).
- The citation will be read out when the award is presented, so it should be written formally and to a high standard.
- The citation should detail some of the reasons for the award and the way the person has contributed to Australian Red Cross.
- As only Australian Red Cross service is relevant, do not include other activities undertaken by this person.
- Avoid references to “I” (e.g. I have seen or I believe), the citation should be written in the 3rd person (e.g. Barbara has assisted with the ...). Do not include phrases such as “I recommend he be awarded...” or similar.

NOMINATORS - DO NOT COMPLETE**Awards Secretary use only**

For completion after submission, prior to consideration by a Divisional Awards Committee or National Awards Committee. For state or territory staff, this must be completed by the relevant Divisional Director. For National Office staff, this must be completed by the CEO.

I endorse the nomination of this staff member to be considered for the Distinguished Staff Award.

Name of endorser:

Date:

Signature:

Guidance for endorsers:

In endorsing this award, you are confirming the person performs their work duties and contributes to organisational culture in a manner congruent with being recognised for exceptional dedication and exceptional service.

There may be confidential matters related to work performance which would indicate to you that this award is not appropriate at this time. Confidential matters related to work performance do not need to be disclosed. Not endorsing this nomination will not prevent someone being nominated in the future and does not prejudice future nominations.

If you are concerned about accuracy of information in this nomination, you may discuss with the nominator and seek resubmission of this nomination.

In endorsing this nomination, you are not considering nor deciding whether or not the person fits the eligibility criteria for the award. Eligibility for the award remains a decision for the Awards Committee(s).

Guidance for Awards Committee members:

If the nomination is not endorsed by the Divisional Director or CEO, the Awards Committee should not consider the nominee in this round and the nomination should not be circulated to the Committee to minimise risk of prejudicing future nominations.

The Awards Committee Chair may disclose to the Awards Committee, the number (if any) of Distinguished Staff Nominations not endorsed, for information only.

Once endorsed, Awards Committee members should consider this nomination against the criteria for the award, following normal process. Endorsement by the Divisional Director or CEO does not automatically approve the award.