Dietitians Australia General Policy and Procedure Manual

Awards

Recognition of Meritorious Service - Dietitians Australia Staff and Contractors

# Rationale and Purpose of Award

The purpose of this award is to recognise outstanding commitment and high level of service to the association.

# Form of the Award

The successful nominee willreceive:

* The award presented at a Dietitians Australia staff function
* A framed *Recognition of Meritorious Service* certificate
* Their name published in the Dietitians Australia Annual Report
* Their name promoted through various member communication channels as part of overall award promotions (I.e., social media, Share Plate and/or direct email)

# Selection Criteria

To satisfy the criteria, a member of Dietitians Australia staff, or a contractor who is a Dietitians Australia member must:

* demonstrate outstanding commitment to the association
* provide a level of service well above and beyond the requirements of their position or contract

# nomination Process

Nominations for *Recognition of Meritorious Service* may be made by Dietitians Australia members, members of the public or Dietitians Australia staff.

1. Nominations must be submitted on the official Nomination Form (refer page 3).
2. Nominations and supporting documentation must be in electronic form and in Word format for the preparation of reports.
3. Save this document in a different name: that of the person being nominated   
   (eg: JONES\_Mary – 2022 Recognition of Meritorious Service Award).
4. Nominations and supporting documentation must address the selection criteria.
5. Names of nominators (proposer and seconder) including signatures must be supplied on the Nomination Form.
6. Add electronic signature where available. Where not available, a signed copy will need to be scanned and emailed to the ARAC Secretariat with the nomination submission.
7. Submit a high-resolution professional photo for publishing in the Dietitians Australia Annual Report (will only be utilised if nomination is successful) with the nomination submission.

Nomination documentation as outlined above is to be submitted to the Company Secretary [companysecretary@dietitiansaustralia.org.au](mailto:companysecretary@dietitiansaustralia.org.au?subject=2022%20Recognition%20of%20Meritorious%20Service%20Nomination) by **5pm AEDT Friday 18 November 2022**.

**Late applications will not be accepted.**

# Method of Selection

* This award is determined by the Dietitians Australia President.
* The President will make the recommendation to the November Board meeting.
* Only one award to a staff member and one to a contractor may be made in any year and only if the service is determined to be at a high level.

# Notification and Award Presentation

* The successful nominee and the nominator will be notified of the Board’s decisions regarding particular nominations shortly after the Board meeting.
* The successful nominee will be presented the award at a combined Dietitians Australia Board/Staff function.

## Appendix

1. Recognition of Meritorious Service Nomination Form

# Appendix 1: recognition of meritorious service - staff and contractors Nomination Form

**Nominations will only be considered if submitted on this Form**

Nominee’s Name:

Demonstrate how the nominee has met the mandatory selection criteria. Attach additional information if necessary.

Provide a brief (maximum 100 words) citation **suitable for publishing in the Annual Report** summarising the nominee’s relevant achievements.

Proposer’s name (1): Seconder’s name (2):

Employment Position: Employment Position:

T: T:

Signed by:

Proposer: Seconder:

Date: Date:

Email completed application forms to:   
Company Secretary [companysecretary@dietitiansaustralia.org.au](mailto:companysecretary@dietitiansaustralia.org.au?subject=2022%20Recognition%20of%20Meritorious%20Service%20Nomination)

**Completed forms must be received at the National Office by 5pm AEDT Friday 18 November 2022**.