

## 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 Dietitians Australia.

## FORM OF THE AWARD

The successful nominee will receive:

- An award presented at a Dietitians Australia event, function or meeting.
- A Dietitians Australia branded and 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 the 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 organisation.
- provide a level of service above and beyond the requirements outlined in their position description or employment contract.
- demonstrate the values of Dietitians Australia.

## 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 to Appendix 1)

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 (e.g.: JONES\_Mary – 2023 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 Executive Assistant with the nomination submission.
7. Submit a high-resolution professional photo for publishing in the Dietitians Australia Annual Report (will only be used if nomination is successful) with the nomination submission.

Nomination documentation as outlined above is to be submitted to the Dietitians Australia executive office via email to [execoffice@dietitiansaustralia.org.au](mailto:execoffice@dietitiansaustralia.org.au) as per the stipulated date and time provided each year.

**Late applications will not be accepted.**

## METHOD OF SELECTION

- This award is determined by the Dietitians Australia Chief Executive Officer (CEO).
- One award to a staff member and one award to a contractor may be made in any one year.
- A nomination will only be considered if the service is determined to be at a high level.

## NOTIFICATION AND AWARD PRESENTATION

- The successful nominee and the nominator(s) will be notified prior to the presentation of the award.
- The successful nominee will be presented with the award at a Dietitians Australia Event.

## APPENDIX

1. Recognition of Meritorious Service Nomination Form