

MANNINGHAM U3A INCORPORATED

MEMBER AWARDS POLICY

1. Manningham U3A Incorporated believes that members who have demonstrated exceptional or outstanding levels of service to the organisation in any sphere of its activities should have their contribution recognised and acknowledged publicly by means of an award.

Purpose

2. To document criteria for the presentation of awards to members in recognition of their volunteer service in U3A Manningham and/or the community.

Policy

3. The contribution made by members to the organisation is to be acknowledged by/with the following awards.

Life Membership

The member has made an extraordinary contribution towards the advancement of U3A Manningham demonstrating outstanding qualities of leadership, innovation and superintendence.

Special Service Award

The member has given outstanding service furthering the aims and objectives of Manningham U3A Incorporated. This could take the form of a significant contribution in tuition or in the undertaking of important initiatives in the progress of the organisation.

At the discretion of the Committee of Management, this award can be presented to a member who, for whatever reason, has been deemed to have substantially contributed to Manningham U3A Incorporated by their membership activities.

Distinguished Service

The member has given outstanding service in furthering the aims and objectives of U3A Manningham. This could take the form of a significant contribution in tuition or in the undertaking of important initiatives in the progress of U3A Manningham over 10 years or more or given at the Committee's discretion.

Certificate of Appreciation

The member has taken added responsibilities for an administrative position(s), or has tutored a regular class or classes, for 5 or more years.

Menzies Award

The member has been active in U3A Manningham as well as in a field of endeavour in the Menzies electorate.

Procedures

4. Eligible members who may be candidates for an award will be identified by members of the Committee of Management or senior members of longstanding service to the organisation.
5. Consideration of eligibility will be undertaken by members of the Committee of Management and the Committee will make the final judgement on eligibility.
6. In the case of the awards for Life Membership, Special Service, Distinguished Service and Certificate of Appreciation, successful candidates will receive their award publicly on the first suitable occasion that arises.
7. In the case of the Menzies Award, the member's details will be forwarded to the appropriate Awards body for their consideration.

Responsibilities

8. Manningham U3A Incorporated's Committee of Management is responsible for:
 - 8.1. approving the Award
 - 8.2. adopting and implementing the Member Awards Policy guidelines to give acknowledgement to member activities
 - 8.3. developing volunteer activities throughout the organisation and recognising/acknowledging member participation
 - 8.4. publishing and reviewing this policy
 - 8.5. Manningham U3A Incorporated's Secretary is responsible for receiving and responding to all enquiries about this policy; and on-forwarding all relevant information to the Committee of Management for their discussion and resolution.

Authorisation

9. This policy was adopted by the Committee of Management of Manningham U3A Incorporated, and minuted as such, on 15 August 2016.

Related Manningham U3A Policies:

- * Membership Policy
- * Privacy Policy