

LYELL McEWIN REGIONAL VOLUNTEERS INC

POLICY & PROCEDURES DOCUMENT

POLICY TITLE: LIFE MEMBERSHIP

POLICY NUMBER: 5.3

POLICY STATEMENT:

The Board of Governance of the Lyell McEwin Regional Volunteer Association acknowledge that the efforts and commitment of its workforce should be recognised, acknowledged and promoted.

The Association shall recognise exceptional service with the presentation of Life Membership awards, which shall be presented to a limited number of persons annually.

EXPECTED OUTCOMES:

1. That exceptional service given to the Volunteer Association shall be recognised and acknowledged by way of a formal process
2. That a clear process shall exist to determine Life Members
3. That by presenting Life Memberships, the Volunteer Association shall build a culture, legacy and history of its own

PROCEDURES (To implement Policy)

1. All members of the Lyell McEwin Regional Volunteer Association, *whether paid or unpaid*, who have given exceptional service to the Association shall be eligible for nomination for Life Membership.
2. To be eligible for nomination, nominees need to have been a member of the Association for at least ten (10) years. Nominations will also be accepted on behalf of members who have given ‘exceptional service’ over a lesser time *and who cannot continue* with their involvement due to illness or other unavoidable reasons.
3. Life memberships may be awarded posthumously
4. Any member of the Association (paid or unpaid) may complete an ‘Application for Nomination’ form for another member, in accordance with the nominee having met the above criteria. (Form available from the Executive Officer)
5. The number of life memberships presented annually shall be limited to a maximum of three (3), however the Board of Governance reserves the right to increase or decrease the number of awards presented in any one year where exceptional circumstances prevail.

6. Life members shall be afforded the following conditions;
 - ☞ A framed certificate of life membership shall be awarded to each recipient
 - ☞ The name of the recipient shall be placed onto the Life Members honour board
 - ☞ A badge (pin) indicating Life Membership shall be designed and presented to each recipient
 - ☞ Life members shall be automatically invited to attend formal Association functions, including annual recognition events, even if they are no longer an active member
7. Nominations may be received at any time throughout the year, but would close one month before the date set for the Annual General Meeting of that year. Nominations received after this date would automatically become eligible for the following years nominations
8. The nominations received shall be judged by an independent panel (or sub-committee) designated by the Board of Governance. The decisions reached by this panel would be final and would be kept confidential until the AGM. It is the responsibility of the panel to ascertain all relevant information in order to be able to make an informed decision. This may include speaking with Team Leaders and Area Managers.
9. Nominations would be judged using the following criteria;
 - * Length of contribution to Lyell McEwin Regional Volunteers
 - * Continuity of service
 - * Involvement in chosen area(s) (ie. how involved has the person been)
 - * Significant achievements within LMHS & externally (eg awards received)
 - * Involvement in the wider body (eg Board of Governance, working parties, social club)
 - * General demeanour (how has the candidate effected other members, the general work environment)
10. Life Memberships would be announced and presented at the Annual General Meeting each year.

Policy Passed by Board of Governance on 28th April 1998

Last Updated: March 2011

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NOMINATION FORM FOR LIFE MEMBERSHIP

Name of person being nominated: _____

Area(s) in which this person works: _____

Year they commenced (if known): _____

Please describe below the reasons you believe that this person should receive the status of Life Membership - including any significant roles, functions or achievements with which they have been involved, relating to the Lyell McEwin Regional Volunteer Association;
(Please use additional sheets if required)

Nominated by; _____ Date / /

Seconded by; _____ Date / /

WHEN COMPLETED - PLEASE SUBMIT THIS FORM TO THE EXEC. OFFICER