2nd Battalion Royal Australian Regiment Association, Inc

**Standard Operating Procedure (SOP)**

**AWARDS FOR SERVICE TO THE ASSOCIATION**

**SOP No. 5**

*(Version No 2 date 28 July 2023)*

**Introduction** The active participation and support of Association Members is essential for the operation and continuity of the Association. The Association recognizes that a high standard of sustained service from an individual should be appropriately recognized by the presentation of an Award as tangible recognition of such service.

The Association has three levels of Awards to recognize the contribution of individual members:

1. Level One Award – Life Membership (highest level of Award).
2. Level Two Award – Award of an Australian Army Modern Digger Figurine or equivalent.
3. Level Three Award – An Outstanding Service Award.

**Aim.** The aim of this SOP is to detail:

1. The criteria for making each Award.
2. The process for approving each Award.
3. The form of each Award.

**LEVEL ONE AWARD – LIFE MEMBERSHIP**

**Criteria.** Rule 4 (5) of the Association’s Rules, Classes of Members, details the criteria and conditions for awarding Life Membership. This Award is presented to an ordinary member who has given outstanding service to the Association. A high standard of either exemplary conduct or outstanding leadership are also factors for the presentation of this Award. An ordinary member awarded Life Membership:

1. Retains the rights of an ordinary member.
2. Is not required to pay subscriptions to the Association.

**Approval Process.** An ordinary member of the Association may nominate another ordinary member for Life Membership. The nomination is to be made to the Management Committee using the attached Nomination Form. A two-thirds majority of the Management Committee is required to approve a nomination for Life Membership.

**Form of the Award.** The Award of Life Membership shall be recognized at an appropriate public occasion by the presentation of:

1. A Life Member’s Badge.
2. A Certificate of Life Membership.
3. An Australian Army Modern Digger Figurine or equivalent, for each Life Membership Awarded from 30th September, 2020.

**LEVEL TWO AWARD - AUSTRALIAN ARMY MODERN DIGGER FIGURINE**

**Criteria**. This Award is presented to an ordinary member, associate member, honorary member, life member or non-member of the Association who has carried out, over an extended period of time, projects and tasks with great efficiency, effectiveness and achieved outstanding results. A high standard of either exemplary conduct or outstanding leadership are also factors for the presentation of this Award.

**Approval Process**. An ordinary member of the Association may nominate any of the persons detailed in the Criteria above for the Award of an Australian Army Modern Digger Figurine or equivalent. The nomination is to be made to the Management Committee using the attached Nomination Form. A simple majority of the Management Committee is required to approve a nomination for the Award of an Australian Army Modern Digger Figurine or equivalent.

**Form of the Award**. The Australian Army Modern Digger Figurine or equivalent shall be presented at an appropriate public occasion.

**LEVEL THREE AWARD –OUTSTANDING SERVICE AWARD (THE QUIET ACHIEVER AWARD)**

**Criteria.** This Award is presented to an ordinary member, associate member, honorary member, life member or non-member of the Association who has demonstrated the ability to achieve tasks through diligent application without seeking wider acknowledgement. The demonstrated ability to solve problems, achieve innovative outcomes whilst inspiring others are also the criteria for this Award. A high standard of exemplary conduct is also a factor for the presentation of this Award.

**Approval Process.** An ordinary member of the Association may nominate any of the persons detailed in the Criteria above for the Meritorious Award. The nomination is to be made to the Management Committee using the attached Nomination Form. A simple majority of the Management Committee is required to approve a nomination for a Meritorious Award.

**Form of the Award**. An Outstanding Service Award Certificate shall be presented at an appropriate public occasion.

**AWARD PROCESS – KEY TIMINGS**

A Nomination Form may be submitted at any time. However, in each calendar year the cut-off date will be the 30th June each year. All nominations received up to 30th June will be considered at the next Management Committee Meeting and normally all Awards will be announced at the Annual General Meeting/Annual Reunion. On each nomination, once the Management Committee has made a decision, no further representations will be considered.

**Conclusion.** The presentation of Service Awards is a tangible way for the Association to publicly recognize high standards of service, exemplary conduct and outstanding leadership by an individual in supporting the Association.

**Review.** This SOP is to be reviewed two years from the current version date unless circumstances require an earlier review.

**Attachment No. 1**: Nomination Form.

2nd Battalion Royal Australian Regiment Association, Inc

**AWARDS FOR SERVICE TO THE ASSOCIATION**

**NOMINATION FORM**

1. **Level of Award.** Nomination for Award of – (*delete not applicable)*

**Life Membership.**

**Australian Army Modern Digger Figurine** or equivalent.

**Outstanding Service Award.**

1. **Nominee for Award** …………………………………………………..*(Name)*
2. **Statement in Support of Nomination.** (C*onsiderations could include: how excelled, summary of contribution, over what time, what makes stand out from others, if insufficient space attach additional details).*
3. **Nominated by** …………………………………………………………(*Name)*

**Telephone/Mobile** ……………………………………………………..

**Email** ……………………………………………………………………..

**Signature** ………………………………………………………………..

**Date** ………………………………………………………………………

1. **Seconded by** ……………………………………………………………*(Name)*

**Telephone/Mobile** ………………………………………………………

**Email** ………………………………………………………………………

**Signature** …………………………………………………………………

**Date** ………………………………………………………………………..

**FOR MANAGEMENT COMMITTEE USE ONLY**

1. **Nomination Acknowledged** ……………………………………………(*Date)*
2. **Nomination Tabled** ………………………………………………………..(*Date)*
3. **Committee Decision - APPROVED/NOT APPROVED**……….(*Date)*
4. **Nominator Advised** ………………………………………………………..*(Date)*
5. **Nominee Advised …**……………………………………………………… (*Date)*
6. **Award Presented** ………………………………………………………….. (*Date)*