



## AIHS Service Award

### Award purpose

To recognise AIHS members contribution to the AIHS and particularly their local Branch, and other networks that the Institute facilitates.

### Award criteria

The AIHS Service Award may be issued to a person who has demonstrated one or both of the following:

1. **Significant service** to the work of the Institute, through representation, participation and/or leadership across the range of Branch activities, networks, and policy activity that the organisation undertakes. This includes for example:
  - a. active membership of Branch and or national committee(s) such as by being Branch Chair or Secretary
  - b. being an active facilitator of an AIHS network or a member of the AIHS Board or College of Fellows Executive
  - c. major assistance with organising, promoting or administrating AIHS events such as state conferences and symposia
  - d. recruiting and retaining personal and state-based corporate members
  - e. mentoring or otherwise assisting members in AIHS related activities.
2. **Long service to their Branch.** This means:
  - two to five years of extremely meritorious service, or
  - five to 10 years of active service.

Note: Extremely meritorious means for example roles of Branch Chair, Network Chair, Treasurer, Secretary, or Chair of a Branch subcommittee or any other activity assessed are meritorious at the local Branch Committee's discretion.

Active means leading Branch events or supporting WHS in their region or any other activity assessed as relevant at the local Branch Committee's discretion.

Note when assessing the length of service this recognises that some AIHS members may be currently less professionally active if for example they have retired (although some retirees are able to contribute more volunteer time). Nominees' length of service should include, where relevant service to other AIHS state and/or territory Branches.

Nominees must be financial members of the AIHS at the time of their nomination and when an AIHS Service Award is presented.

### Annual issuing of award

The AIHS Service Award will generally be issued annually at a date and location nominated by each AIHS Branch Chair. Typically, no more than two awards per branch will be issued each calendar year and they will be presented at the state's conference or symposium. The Award will be presented by the AIHS Chief Executive or a person nominated by them. The Chair of the local Branch will inform



the successful nominee(s) of the outcomes of the award process and arrangements for the AIHS Service Award to be presented.

The AIHS Awards and Membership Committee and Chief Executive retain the right to choose either:

- a) not to deliver a Branch Service Award in any year; or
- b) in special circumstances, to bestow more than two awards in a year within a Branch.

## Nominations and award process

The College of Fellows, Awards and Membership Committee (A&MC) shall call for nominations for the award annually. These will be open on or around the 1 May each year and close four weeks later.

The AIHS Service Award nominations of sufficient merit will be proposed by the Chair of each AIHS Branch and supported by at least one other financial committee member. The Branch may, if they choose to ask local Branch members for suggestions for award nominees.

The Chair of each Branch, or their nominee will submit the AIHS Service Award nomination(s) on behalf of their Branch. Only nominations received through the [online](#) AIHS Service Award portal or other officially notified arrangements will be accepted.

Nominations provided to the Awards and Membership Committee must include a short (one or two page) statement of support from the Chair of the local Branch including whether the nomination meets the Award criteria and is supported by the other members of the Branch Committee. The statement should address the Award criteria by including the nominee's contributions to the Branch (and other Branches where relevant) and/or National AIHS activities and appointments, together with the duration of their AIHS membership.

The A&MC will appoint a 2-person selection committee to check with the National Office that the nominee is a financial member and assess nominations and make recommendations to the A&MC. If there is no consensus around a nomination this will be discussed with the Chair of the College of Fellows and their advice sought.

The A&MC Chair will provide the committee's recommendations to the AIHS Chief Executive for their decision.

The outcomes will be reported by the AIHS Chief Executive to the AIHS Chair and Deputy Chair, Chair of the College of Fellows and Chair of the Awards and Membership Committee.

The Chief Executive will then inform the Chair of each relevant Branch of the outcomes of the award process and discuss a possible time for the presentation of awards.

## Award

The award will be presented by the AIHS Chief Executive or their nominee. A framed certificate will be provided. No financial prize is attached to this award.

## Are nominations confidential?

All nominations are strictly confidential and the information provided will be used only to assist the Awards and Membership Committee, Chair of the College of Fellows and Chief Executive to consider the merits of the nomination. If possible, the person being nominated should **not** be approached for information regarding the nomination or advised of his or her nomination during the assessment stage.

## How are recipients told of their award?

Recipients should be informally told of their successful nomination by their Branch Chair once this decision has been made and conveyed by the AIHS Chief Executive.