



AIHS Life Membership Award Nomination Guide

Purpose

The Australia Institute of Health and Safety (AIHS) Life Membership Award recognises an outstanding AIHS member who has fifteen years or more of continuous membership and has given ten years or more of exceptional service to the AIHS. It is one of the highest AIHS awards that can be bestowed on a member of the Institute.

Award recipients are entitled to

- free AIHS membership for life, and
- a framed certificate recognising their contribution presented by a representative from the AIHS Executive or a branch Chair in the absence of AIHS Executive.

Criteria

The Life Membership Award may be issued to a person who has demonstrated the following:

1. Fifteen years of CONTINUOUS service as a member of the AIHS; AND
2. Ten years of OUTSTANDING service to the AIHS. Including service to the AIHS Board, College of Fellows, Australian OHS Education and Accreditation Board, developing OHS Body of Knowledge content, prestigious international or Australian advisory groups, Branch or other services considered relevant to this award.

Nomination information

Information on this award is available from the AIHS National Office and on the AIHS members portal. Nominations must include:

1. Nominee's contact details, including AIHS branch
2. Year nominee joined the AIHS or the SIA (this and current financial membership will be verified by the National Office).
3. Nominee's curriculum vitae with up-to-date work history and qualifications.
4. Information on the nominee's role and outstanding service as noted above. Outstanding service related to work NOT part of an elected or appointed AIHS position may be considered only if it is in accord with the aims and objectives of the AIHS (e.g., other Australian or International health and safety professional association).
5. Two references including contact information, association with nominated members and why they support the nomination

Nominators must ensure that the documentation provided is complete and necessary to enable the application to be considered by the Awards & College Membership Committee.

All information must be included in the online nomination form. Incomplete nominations will not be considered.

Nominations will typically be generated by national office executives or branch committee members. Individuals are not permitted to self-nominate.

There is no fee payable for Life Membership Award applications.



Approval process

The dates for nomination for the award and other relevant materials will be promoted and available on the AIHS members portal website.

A branch may, if they choose, ask local branch members for suggestions for award nominees.

On receipt of this nomination, the CEO will then liaise with the relevant Branch Chair to seek advice on whether the associated Branch Committee is prepared to formally support the nomination and then seek the AIHS Board's approval for this award.

Nominations must be considered by the Branch Committee or AIHS CEO within **three weeks** of the award closing date. If the nomination assessment is supported, the AIHS office must be informed by email within **two weeks** of this decision. A record of the decision must be kept.

The AIHS office will then forward the nomination to the AIHS College of Fellows Awards and Membership Committee for their assessment. They will review the nominations against the criteria and provide a recommendation to the AIHS Executive for their decisions within **six weeks** of receipt of the nomination. A record of the decision must be kept by the committee.

All decisions made by AIHS Executive on this award are final. A record of the decision must be kept.

The AIHS Chief Executive will inform the Chair of each relevant Branch of the outcomes of the award process and discuss a possible timeframe for the presentation of awards within four weeks of the board meeting.

Annual issuing of the award

The Life Membership Award will generally be issued annually at a date and location nominated by the relevant Branch. Subject to the AIHS Board approval being granted, a special framed Life Membership National Certificate will be produced by the National Office for presentation at an agreed prominent National or Branch hosted event that is planned to occur within six months of the award being approved.

The Chair of the local Branch will inform the successful nominee of the outcomes of the award process and arrangements for the award to be presented.

The AIHS Board has the authority to accept or reject any recommendation for life membership and to make a judgement as to the total number of life member awards to be considered in any one year. A maximum of 6 Life Membership Awards in a financial year is considered appropriate to ensure that the value of such a prestigious award is maintained. Only one nomination from any state or territory can be awarded each year. The AIHS Executive and Awards and Membership Committee retain the right to not deliver a Life Membership Award in any year.

Are nominations confidential?

All information about the nominee is confidential and provided for use in consideration of this award.

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?

Successful recipients should be informally told of the intention to bestow the award by their Branch Chair once this decision has been made and conveyed by the AIHS Chief Executive.

Supplementary notes

For this award, the "Institute" means either SIA Ltd (trading as AIHS), which became effective on 1 July 2011 or the previous Safety Institute of Australia Inc (registered in 1977) and its National and Division Committees of Management etc. SIA Ltd (trading as AIHS) membership records shall be taken as final.

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