

CAV Honorary Fellowship Award **Guidelines and Nomination Form**

The CAV Honorary Fellowship Award should be seen as the highest CAV Award bestowed upon a member for exceptional leadership and outstanding voluntary services to the Association and/or the community as a CAV Member.

Nominations for the Honorary Fellowship Awards are welcome from any CAV Financial Ordinary Member/Ordinary Life Member/Ordinary Foundation Member at any time and must be received no later than 31st August to be considered for an award in the following year. The completed form should be forwarded to the Secretary of the **CAV Executive Board**.

Criteria

Assessment of the nominees is carried out on a points system, which is awarded under the following categories below. **Nominees must score minimum no. of points in both categories 1 and 2 in SECTION A, plus at least in one category in SECTION B, Categories 3 to 6. Nominees must also achieve a minimum no. of total points before they can be recommended for the award.**

SECTION A

Category 1 - Membership

The nominee must be a current CAV Ordinary Member:

- Ordinary Membership (5 years Min.).
- Life Member.
- Foundation Member.

Category 2 – Leadership

The nominee must have demonstrated leadership qualities, for example:

- Served as CAV President, CAV Vice President, CAV Secretary or CAV Treasurer on the Executive Committee/Executive Board.
- Served as Sub Group Chairperson, CAV newsletter editor, CAV Building Project chairperson or portfolios of similar responsibility.
- Chairperson or head of a CAV project such as producing CAV anniversary magazine or CAV Constitution Review Committee.

SECTION B

Category 3 - Committee Service

- The number of completed terms the nominee has served on the Executive Committee/Executive Board.
- The number of completed terms the nominee has served on various Sub-group committees.
- The number of completed terms the nominee has served on sub-committees, such as Building Project Committee, School Committee, School Building Trust Board.

Category 4 – CAV Events/Activities

The nominee has been on a committee responsible for organizing major CAV events such as Mid Year Dinners, Gala Balls, Chinese New Year Events, CAV Open Day, etc.

Category 5 – Outstanding Service

The nominee has provided a service above and beyond the normal responsibilities or duties of a CAV member.

The nominee has provided outstanding service to the community ie Mayor, Government Minister. The nominee has been recognized by the Australian Government for outstanding services to the community ie OAM, AO.

The nominee has been the Chairperson or the Head of a community organization or association in Australia.

Category 6 - Donation

The nominee has given a substantially large donation to the CAV. Points will be awarded for a minimum donation of \$20,000.

Where the nominee has donated in excess of \$150,000 to the CAV, the nominee will be recommended for Honorary Fellowship.

Notes:

- The nominee shall give on-going commitment and support to CAV, ie by attending CAV functions and events and/or continued involvement in Subgroup activities.
- Special attention will be paid to positive comments from the Proposer and Seconder.

Assessment Process

- Nomination forms shall be submitted to the CAV Executive Board Secretary who will verify the membership details of Nominee, Proposer and Seconder.
- CAV Secretary shall table the number of nominations that have been received at the Executive Board meeting (**Note: Names of the nominees shall not be divulged**) and forward the nomination forms to the CAV HFB Secretary.
- HFB and the CAV President will assess the nominees based on the criteria and categories listed above.
- HFB will advise the Executive Board the names of the recommended nominees to be published in the AGM Agenda for endorsement at the AGM
- HFB will present their recommendations at the next AGM for endorsement by the financial Ordinary Members/Ordinary Life Members/Ordinary Foundation members. A minimum of 2/3 approval vote is required for the nominee to be awarded an Honorary Fellowship.

Eligibility

- Any CAV financial Ordinary Member/Ordinary Life Member/Ordinary Foundation Member can submit a nomination for the Award with the exception of the Honorary Fellows Board Members and the current CAV President.
- Nominees must be volunteers i.e. served in an honorary capacity or provided services to the Association without payment.
- Only CAV financial Ordinary Members/Ordinary Life Members/Ordinary Foundation Members can be nominated with the exception of the current CAV President.

1. DETAILS OF NOMINEE

Title (Dr,Mr,Mrs,Ms) _____ Family name _____ Given names _____

Address: _____

_____ Suburb _____ Postcode _____

Contact tel. _____ (work) _____ (home) _____ (mobile)

Email _____

Occupation/Business

CAV Ordinary Membership (please tick)

- Foundation Member
 - Life Member
 - Ordinary Member (Min 5 Years)
- Year joined _____

Services to CAV

CAV Executive Committee/Executive Board

- Position _____ Year/s _____ to _____
- Position _____ Year/s _____ to _____
- Position _____ Year/s _____ to _____

CAV Subcommittee/Subgroup

- Position _____ Year/s _____ to _____
- Position _____ Year/s _____ to _____
- Position _____ Year/s _____ to _____

Community Service

- Position _____ Year/s _____ to _____
- Position _____ Year/s _____ to _____
- Position _____ Year/s _____ to _____

Outstanding Achievements

(eg. projects/services/fundraising/donations). Provide details in separate attachment including referees for verification.

2. PROPOSER

Title (Dr,Mr,Mrs etc.) _____ Family name _____ Given names _____

Address _____

_____ Suburb _____ Postcode _____

Contact tel. _____ (work) _____ (home) _____ (mobile)

CAV Ordinary Membership (please tick)

- Foundation Member
 - Life Member
 - Ordinary Member
- Year joined _____

Comments

Please describe qualities of the nominee against the following criteria:

- Leadership
- Outstanding personal achievements
- Exceptional qualities

3. SECONDER

Title (Dr,Mr,Mrs,etc.) _____ Family name _____ Given names _____

Address _____

Suburb _____ Postcode _____

Contact tel. _____ (work) _____ (home) _____ (mobile)

CAV Ordinary Membership (please tick)

- Foundation Member
- Life Member
- Ordinary Member Year joined _____

Comments

Please describe qualities of the nominee against the following criteria:

- Leadership
- Outstanding personal achievements
- Exceptional qualities

Signature: Proposer _____

Date _____

Signature: Seconder _____

Date _____

Privacy Statement: This information is collected for the purposes of considering nominations for the CAV Honorary Fellowship Award. Personal details are held and used strictly in accordance with the privacy principles in Schedule 1 of the Privacy and Data Protection Act 2014 (Vic).