

## — Policy for Awarding Life Membership of ANZCA —

### **1. How potential Life Membership recipients are selected**

The ANZCA Executive may receive a nomination for Life Membership at any time. The award is not designed to be regularly made but to recognise those who have made an extraordinary contribution in accordance with the criteria below.

The nomination for award should be made in writing jointly to the President and Secretary of ANZCA.

The nomination should outline the case for recognition of an ANZCA member who has made an extraordinary contribution that is of positive and lasting value to ANZCA. The nomination should provide specific evidence to support its case.

The nomination should be presented to the Executive for discussion and vote. The vote may be made via email or other electronic means.

The vote will be final. No further correspondence about the nomination should be entered into. If unsuccessful, the person nominated may be nominated again in two years time.

### **2. Who Is Eligible to Submit Nominations or Apply for the Award**

The nomination letter must be signed by two (or more) current ANZCA members. Members may not self-nominate. There is no restriction on who may write accompanying letters of support.

### **3. The nomination materials**

Nomination should include:

- a one-page letter of nomination, outlining the nominee's lifetime accomplishments and explanation of why the contribution is extraordinary and of a positive and lasting quality to ANZCA;
- a curriculum vitae of the nominee;
- an additional letter/s of support, up to a maximum of five (5) letters;
- evidence that the nominee accepts the nomination.

Nominators are required to collate all nomination materials into one single pdf document and emailed it to the ANZCA President and Secretary.

### **4. The Award**

The award will be Life Membership of ANZCA, with benefits of full membership as well as membership conference rate. The award should be made at the next annual ANZCA conference.

The award should be recognised on the ANZCA website and other appropriate media.

## **5. Award eligibility**

Nominees must be ANZCA members at the time of their nomination and must have been paid-up members (usually at full status), for at least five years, although this need not be continuous. The Executive may consider nominees whose membership has been institutional, if they have been active members through their institution.

Recognition can be granted to a scholar or professional person of any nationality working in academia or professional practice in any field of communication.

## **6. Selection or Evaluation Criteria**

Nominees will be evaluated according to the following criteria. All criteria must be met.

1. Specific evidence of extraordinary accomplishments. These may be scholarly, pedagogical or institutional achievements. The evidence should attest to the impact or reputation of the nominee.
2. Specific evidence of contribution to ANZCA or of contribution that is of high value and benefit to ANZCA.
3. A contribution that is of positive and lasting value.

## **7. Committee Deliberation Process**

The President and Secretary receive the letter of nomination.

The President and Secretary lead the deliberation process, which will take place in an ordinary or special meeting of the Executive. The discussion is confidential in perpetuity to allow for frank discussion.

The President shall seek a consensus decision from the Executive. If there remains disagreement after discussion, a majority decision shall be made. The President will inform the nominee and nominator of the decision.

Members of the Executive must declare any conflict of interest and absent themselves from the discussion and not be party to the decision-making. Acting as a nominator or writing a letter of support constitutes a conflict of interest.

In cases of tied decisions, the executive should meet again to discuss the relative weighting of particular criteria and vote again.

The President will write the citation or delegate a member of the Executive to do so.