



The National Trust of Australia (New South Wales)

Guidelines for Award of National Trust Honours

Trust Honours recognise individuals who have given outstanding service to the Trust.

The categories of Trust Honours are:

- Honorary Life Membership;
- Meritorious Service Award;
- Voluntary Service award;
- Trust Commendation; and
- Staff Member Distinguished Service Award.

Both members of the Trust and non-member volunteers of the Trust are eligible for the Meritorious Service Award, the Voluntary Service Award and the Trust Commendation. Only members of the Trust are eligible for Honorary Life Membership, and only employees of the Trust are eligible for the Staff Member Distinguished Service Award.

The Honours Awards are for consistent outstanding volunteer service. When nominating individuals for an Honours Award the judging panel will consider the following criteria to identify consistent outstanding service:

- Years of Service

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- Areas of excellence that enrich the Trust
- Team work and support for others
- Commitment to the Vision and Mission of the Trust.

Nominations based solely on years of service will no longer be accepted as part of the Honours award program. A new Acknowledgement of Service Award will be introduced to recognise those volunteers who have contributed a significant number of years of service to the Trust. Certificates will be awarded for 5, 10, and 15+ Years of Service. These certificates will be awarded at a local level during key volunteer events such as Volunteer Week and the End-of-Year function. A template for these Certificates is available from the Volunteer Manager.

Deceased members of the Trust and deceased non-member volunteers of the Trust are eligible for a posthumous award of the Meritorious Service Award, the Voluntary Service Award and the Trust Commendation, provided that they are nominated for these Awards not later than in the financial year following the financial year in which their death occurred.

Whilst nominations can be made by individuals, they must be kept confidential as much as feasible. Any nominations made by a Committee or Branch needs to have the approval of the Chair before submission. It is recommended that Departments of the Trust, Committees and Branches nominate a maximum of two (2) volunteers per year, unless exceptional circumstances exist.



The Guidelines for the Awards are as follows:

1. Honorary Life Membership

- (a) This is the highest Trust Honour which may be awarded only to current members of the Trust.
- (b) No more than **two (2)** Honorary Life Memberships may be awarded in any financial year.
- (c) Honorary Life Membership may not be awarded to a continuing member of the Board of the Trust.
- (d) The criteria for the award of Honorary Life Membership are those set out in Rule 11 of the Trust Rules, namely:
“Honorary Life Member: an individual who has rendered distinguished voluntary service to the Trust and who has been approved by a special resolution of the Board shall be an Honorary Life member. No more than two Honorary Life Members shall be appointed in any financial year.”
- (e) Each recipient of Honorary Life Membership will receive a polished gold medal in a form approved by the Trust Honours Committee.

2. Meritorious Service Award

- (a) This is the second highest Trust Honour which may be awarded to both members of the Trust and non-member volunteers of the Trust.
- (b) Normally not more than **eight (8)** Meritorious Service Awards will be awarded in any financial year, excluding awards made posthumously.
- (c) The Meritorious Service Award may not be awarded to a continuing member of the Board of the Trust.
- (d) The criterion for the Meritorious Service Award is:
“Consistent outstanding voluntary service for a period in excess of fifteen (15) years in one or more areas of activity of the Trust”.
- (e) Each recipient of the Meritorious Service Award, or their representative in the case of an award made posthumously, will receive a polished silver medal in a form approved by the Trust Honours Committee.

3. Voluntary Service Award

- (a) This is the third highest Trust Honour which may be awarded to both members of the Trust and non-member volunteers of the Trust.
- (b) Normally not more than **ten (10)** Voluntary Service Awards will be awarded in any financial year, excluding awards made posthumously.
- (c) The Voluntary Service Award may not be awarded to a continuing member of the Board of the Trust.
- (d) The criterion for the Voluntary Service Award is:
“Consistent outstanding voluntary service for a period in excess of ten (10) years in one or more areas of activity of the Trust”.



- (e) Each recipient of the Voluntary Service Award, or their representative in the case of an award made posthumously, will receive a matte silver medal in a form approved by the Trust Honours Committee.

4. Trust Commendation

- (a) This is the fourth highest Trust Honour which may be awarded to both members of the Trust and non-member volunteers of the Trust.
- (b) Normally not more than **fifteen (15)** Trust Commendations will be awarded in any financial year, excluding awards made posthumously.
- (c) A Trust Commendation may not be awarded to a continuing member of the Board of the Trust.
- (d) The criterion for a Trust Commendation Award is:
“Consistent outstanding voluntary service for a period in excess of five (5) years in one or more areas of activity of the Trust. In exceptional circumstances an Award may be granted for a shorter period of service”.

Each recipient of a Trust Commendation will receive a matte bronze medal in a form approved by the Trust Honours Committee.

5. Staff Member Distinguished Service Award

- (a) This Trust Honour may be awarded only to:
 - (i) a current employee of the Trust who is:
 - (A) employed either full time, or part-time for at least 50% of the normal working week of the Trust; and
 - (B) has been so employed for at least twelve (12) months as at the date on which they are nominated for the Trust Honour; or
 - (ii) a former employee of the Trust who was:
 - (A) employed either full time, or part-time for at least 50% of the normal working week of the Trust;
 - (B) was so employed for at least twelve (12) months before they ceased employment with the Trust; and
 - (C) is nominated for the Trust Honour not later than in the financial year following the financial year in which they ceased employment with the Trust.
- (b) No more than **one (1)** Staff Member Distinguished Award may be awarded in any financial year.
- (c) The Staff Distinguished Service Award may be awarded to the same employee on more than one occasion.
- (d) The purpose of and criteria for the Staff Distinguished service Award are set out in the Schedule to these Guidelines.

6. Posthumous Awards

The Meritorious Service Award, the Voluntary Service and the Trust Commendation may be awarded posthumously to an individual who:

- (a) was a member of the Trust or a non-member volunteer of the Trust immediately before their death; and



- (b) is nominated for one of those Trust Honours not later than in the financial year following the financial year in which their death occurred.

Neither Honorary Life Membership nor the Staff Member Distinguished Service Award may be awarded posthumously.

7. Citations

Each recipient of a Trust Honour, or their representative in the case of a Trust Honour awarded posthumously, will also receive a citation or other appropriate document recording their service to the Trust which gave rise to the award of the Trust Honour.

8. Nominations for Trust Honours

- (a) The nominator of an individual for a Trust Honour (other than the Staff member Distinguished Service Award) must be a member of the Trust on the date on which the nomination is lodged with the Trust.
- (b) The nominator of an individual for the Staff Member Distinguished Service Award must be an employee of the Trust at the date on which the nomination is lodged with the Trust.
- (c) Letters of endorsement in support of nominations are encouraged.
- (d) Nomination papers become will become part of the Trust Honours Committee's files in the records of the Trust, except for nomination papers relating to recipients of the Staff Member Distinguished Service Award which will become part of their permanent personnel records.

9. Honours Committee Recommendations

- (a) The Trust Honours Committee will consider, against the relevant criterion or criteria, all nominations made for the award for Trust Honours and make recommendations for the award of Trust Honours to the Board of the Trust accordingly.
- (b) If the Trust Honours Committee is of the opinion that, in any financial year, no nominee satisfies the criterion or criteria for the award of Trust Honours or for the award of Trust Honours in a particular category, it will recommend to the Board accordingly.

10. Announcement and Presentation of Trust Honours

- (a) The announcement of Trust Honours for a financial year will be made at the Annual General Meeting of the Trust in that financial year and will be presented at that Annual General Meeting or on another appropriate occasion approved by the President.
- (b) Each recipient of the Staff member Distinguished Service Award will be profiled in a subsequent edition of the Trust's magazine and/or in another publication or media release of the Trust.



11. Timeline

The timeline for nominations, the consideration of nominations by the Trust Honours Committee, the making by the Committee to the Board of the Trust and the making of determinations by the Board based on those recommendations will, in each financial year, generally be as follows:

- (a) Call for nominations **during July - August**
- (b) Closure of nominations **end of August**
- (c) Consideration of nominations by Committee and making of recommendations **early part of September prior to September meeting of the Board of the Trust**
- (d) Notification of Special Resolution to the Board for Honorary Life Membership (if required) **first week of October to allow 21 days' clear notice prior to October meeting of the Board of the Trust.**

12. Definition

In these Guidelines, "financial year" means the period of twelve (12) months commencing on 1 July in each calendar year and ending on 30 June of the subsequent calendar year.

Schedule

Purpose of and Criteria for the Staff Member Distinguished Service Award

Purpose

The Staff Member Distinguished Service Award was established in 2003 to recognise and reward those employees of the Trust who make a superior contribution to the Trust through their dedication, initiative, enthusiasm, attitude and achievements. The Award is intended to encourage professional development and maintain morale by honouring sustained contributions to the Trust by the recipients of the Award, and will not normally be awarded for a single contribution.

Criteria

The criteria for the Staff Member Distinguished Service Award include, but are not limited to, the following:

- (a) **Commitment to Job Excellence.** Demonstrates performance and commitment to the job that is consistently outstanding and frequently outside the scope of prescribed duties.
- (b) **Leadership.** Exhibits leadership qualities within the context of their position responsibilities; effectively makes decisions; and uses resources wisely.



- (c) ***Innovation and Initiative.*** Shows independent action and resourcefulness; encourages, facilitates and supports new ideas and creativity; and leads, facilitates and supports continual improvement initiatives.
- (d) ***Support for Quality of Life.*** Creates a supportive work environment by encouraging professional development, teamwork, appropriate delegation, problem-solving and opportunities for others; and encourages co-workers to contribute to discussion and decision making.
- (e) ***Commitment to the Trust.*** Demonstrates loyalty to and an understanding and appreciation of the aims and objectives of the Trust.
- (f) ***Upholds the Name of the Trust.*** Endorses, advocates and promotes the vision and mission of the Trust.

Revised and adopted by the Board of the National Trust of Australia (NSW) at Board Meeting 324 on 28 June 2023.