

Honorary Fellowship Policy

1. Purpose

The purpose of this policy is to outline the process for admission of a person to be a Honorary Fellow of the Royal Australasian College of Medical Administrators (**the College**).

2. Scope

This policy applies to Fellows, Board Directors, Staff and recipients of the Honorary Fellowship Award.

3. Policy statement

3.1 Intent

- 3.1.1 The Honorary Fellowship is presented to individuals in recognition of outstanding achievement and contributions to the community consistent with the objectives of the College.
- 3.1.2 The presentation of the Honorary Fellowship is for distinguished individuals who contribute to the advancement of knowledge, or the betterment of society by advancing the role of medical administration well beyond the normal expectations in health services leadership and management, and in doing so have achieved eminence in their field at local, state, national or international level.

3.2 Criteria for Award

- 3.2.1 A person may be admitted to Honorary Fellowship of the College where, in the Board's opinion¹:
 - a) they are of distinguished eminence
 - b) they have demonstrated significant management skills at a senior executive or academic level
 - c) they have contributed to the improvement of health in their country
 - d) they are recognised leader in their field of endeavour, and
 - e) that person's admission as an Honorary Fellow will contribute to the standing of the College.
- 3.2.2 Honorary Fellowship will not be awarded to:
 - a) persons who are deceased
 - b) current staff or Candidates of the College or to persons being remunerated by the College
 - c) a person who is not a medical practitioner or a person with other credentials approved by the Board², or

¹ College Constitution, section 5.30

² College Constitution, section 5.3

- d) current elected representatives in government at local, state and federal level.

3.3 Nominations

3.3.1 A nomination for admission as an Honorary Fellow must³:

- a) be made by a Fellow to whom the nominee is known personally
- b) set out the reasons for the nomination
- c) be accompanied by such documents or evidence as to qualification for the category of Honorary Fellowship as the Board determines, and
- d) be signed by the nominator and one (1) other Fellow.

3.3.2 The College Office will seek nominations annually from College Fellows.

3.3.3 Nominations are to be kept strictly confidential by all persons concerned. Nominees should not be informed of the nomination.

3.3.4 Nominations will not be accepted after the closing date advertised on the College website.

3.4 Decision

3.4.1 The Board will be presented with a paper outlining the nominees.

3.4.2 Any person nominated for the Honorary Fellowship shall not be consulted by the Board in relation to any particulars relating to their nomination, nor at any time prior to the Board's decision.

3.4.3 The Board will consider nominees at a scheduled meeting and vote to decide on successful recipients.

- a) The decision must be supported by at least a three-quarters majority of the Directors present at the meeting of the Board⁴
- b) The President will contact the selected recipient(s) to confirm their willingness to receive the award and discuss the investiture process.

3.4.4 Nominations rejected by the Board may be reconsidered if proposed and seconded at a subsequent Board meeting.

3.4.5 A letter on behalf of the Board will be sent to all nominators to advise them of the outcome of their nomination(s).

3.4.6 The Honorary Fellowship will be presented to the recipient at the Conferment Ceremony in the year in which the nomination is approved by the Board and the President has the responsibility for ensuring an appropriate celebration takes place.

3.5 Recipients

3.5.1 Recipients:

³ College Constitution, section 5.20

⁴ College Constitution, section 5.3.4

- a) are invited to the Conferment Ceremony and are expected to join the academic procession
- b) are presented, in the appropriate academic dress, with a testamur and a copy of the citation given at the ceremony
- c) are provided with the opportunity to deliver an acceptance speech at the Conferment Ceremony
- d) may use the post nominal FRACMA (Hon)
- e) will have their name recorded in the Conferment Ceremony Program
- f) are ineligible to vote at RACMA Annual General Meetings.

3.5.2 The presentation of the RACMA Honorary Fellowship does not equate to election to Fellowship, nor does it provide eligibility to be placed on the Australian or New Zealand specialist register as a Medical Administrator.

3.6 Financial Implications of the Award

3.6.1 Expenses incurred by the recipient to receive the award are not reimbursed.

3.6.2 Recipients are exempt from paying annual subscriptions.

4. Related documents

- RACMA Constitution
- Conflict of Interest Policy
- Academic Costume Policy

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