

# College Medallion Policy

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## 1. Purpose

The purpose of this policy is to outline the process for nominating and awarding the Royal Australasian College of Medical Administrators (**College**) College Medallion.

## 2. Scope

This policy applies to Board Directors, Jurisdictional Committee Chairs, Censor in Chief and Staff.

## 3. Policy Statement

### 3.1 Intent

The College Medallion is the highest honour awarded by the College and is awarded to Fellows who have delivered outstanding service to the College. This award is an important part of the tradition of the College and recognises the major contribution of an individual.

### 3.2 Eligibility

- 3.2.1 To be eligible for nomination of the College Medallion, the Fellow nominated must be in good standing with the College.
- 3.2.2 Fellows can be nominated for the College Medallion in one of the following categories of service:
- a) **Past President** (nominated by Board Directors) – the nominee must have served a minimum of 5 years on the Board, including any term served as President or President Elect.
  - b) **Service to the Board** (nominated by Board Directors) – the nominee must have served a minimum of 8 years on the Board.
  - c) **Service to Jurisdictional Committees** (nominated by Chairs of the Jurisdictional Committees) – the nominee must have served a minimum of 5 years as Chair of a Jurisdictional Committee.
  - d) **Service to Examinations** (nominated by the Censor in Chief) – the nominee must have served a minimum of 8 years as a Censor and must have made a significant contribution to the examination process.
  - e) **Combined Services** (nominated by Board Directors or Jurisdictional Committee Chairs) – the nominee must have served a minimum of 10 years of combined service, whether on the College Board, Jurisdictional Committees, on committee, subcommittee or working group established by the Board, or appointed to a formal position in the College (e.g. Jurisdictional Coordinator of Training, Jurisdictional CPD Coordinator).
  - f) **Board Nominee** (nominated by Board Directors) – The Board may award the College Medallion to Fellows who do not fall within the above categories but who meet the criteria of outstanding services to the College.

### 3.3 Criteria

Recipients of the College Medallion must have demonstrated outstanding service to the College.

### 3.4 Nominations

- 3.4.1 The College Office will seek nominations annually from Board Directors, the Censor in Chief and the Jurisdictional Committee Chairs dependent on the category of service.
- 3.4.2 The nominator completes the approved nomination form and returns it to the College Office.
- 3.4.3 The College office confirms the validity of the nomination.
- 3.4.4 Nominations will not be accepted after the closing date.

### 3.5 Decision

- 3.5.1 The validated nominations will be shared with the Governance Committee, which will select the nominee(s) to recommend to the Board for the College Medallion. The Governance Committee may decide not to recommend anyone.
- 3.5.2 If a Governance Committee member is nominated for the College Medallion, they must recuse themselves for the deliberation.
- 3.5.3 The Board will decide the College Medallion recipient(s). The Board may decide not to give the Medallion to anyone and may give the Medallion to up to three recipients per calendar year.
- 3.5.4 The College office will advise the recipient and all nominators of the outcome.
- 3.5.5 The College Medallion will be presented to the recipient at the conferment ceremony.

### 3.6 Financial Implications

Expenses incurred by the recipient(s) to receive the College Medallion are not reimbursed.

## 4. Related documents

- RACMA Constitution
- College Award Nomination Form

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