

New Associate Fellow Achievement Award Policy

1. Purpose

The purpose of this policy is to outline the process for nominating and awarding the Royal Australasian College of Medical Administrators (**College**) New Associate Fellow Achievement Award (**Award**).

2. Scope

This policy applies to Associate Fellows, Jurisdictional Committee members, Board Directors and Staff.

3. Policy statement

3.1 Intent

The College awards one New Associate Fellow Achievement Award per calendar year to recognise the contributions made by a RACMA Associate Fellow of less than five years standing.

3.2 Eligibility

To be eligible for nomination of the New Associate Fellow Achievement Award, a nominee must:

- a) be an Associate Fellow of less than five years standing at the time of nomination.
- b) be in good standing with the College.

3.3 Criteria for Award

The recipient of the Award must:

- a) demonstrate an ongoing commitment to RACMA;
- b) exhibit leadership in an area that promotes College activities; and
- c) demonstrate achievement in improving RACMA activities and/or operations.

3.4 Nominations

- 3.4.1 The College Office will seek nominations annually from Jurisdictional Committee Chairs.
- 3.4.2 Jurisdictional Committee Chairs complete the nomination form and return it to the College Office.
- 3.4.3 The College Office confirms with the Jurisdictional Committee Chair the eligibility of nominees.
- 3.4.4 Nominations will not be accepted after the closing date.

3.5 Decision

- 3.5.1 Assessment of nominations will be conducted by the Board.
- 3.5.2 The confirmed nominations are forwarded to the Board for consideration. If a Board Director is nominated for the award, they must recuse themselves from the deliberation.
- 3.5.3 The Board will decide the Award recipient. The Board may decide not to bestow an Award in any given year.
- 3.5.4 The Board will notify the Jurisdictional Committee Chair of the recipient's jurisdiction of their decision and authorise the Jurisdictional Committee Chair to inform the successful recipient.
- 3.5.5 The College Office will notify other nominators of the outcome.
- 3.5.6 The award will be presented to the recipient at the conferment ceremony.

3.6 Financial Implications of the Award

Expenses incurred by the recipient to receive the Award are not reimbursed.

4. Related documents

- RACMA Constitution
- College Award Nomination Form

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