

# New Fellow Achievement Award 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**) New Fellow Achievement Award (**Award**).

## 2. Scope

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

## 3. Policy statement

### 3.1 Intent

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

### 3.2 Eligibility

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

- a) be a 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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