

2.15 RECOGNITION OF CONTRIBUTIONS MADE BY MEMBERS AND SUPPORTERS

Purpose

1. This Policy Statement prescribes the overall policy and structural processes designed to ensure that the outstanding contribution to the development of young people and adults locally, nationally and internationally, made by Members and Supporters of Scouts ACT, is recognised, appreciated and acknowledged within the Movement and the wider community.
2. This Policy:
 - a. Creates and defines the responsibilities and obligations of two Branch Executive Committee (BEC) sub-committees:
 - Human Endeavour Recognition Committee (HERC); and
 - Significant Awards Committee (SAC).
 - b. Sets down related policies.

Recognition of Members and Supporters of Scouting

3. All Members and Supporters of Scouts ACT are encouraged to explore opportunities available for the recognition and reward of people working actively within Scouting in general and to be proactive in making appropriate nominations. HERC is generally able to advise and, if relevant, assist in the preparation and lodging of nominations.

Recognition of Members and Supporters through the Scouts Australia Adult Recognition Awards

4. Any Member or Supporter of Scouts ACT may nominate another Member or Supporter for recognition under the Scouts Australia Adult Recognition Awards process. Full details of the requirements for such awards are available on the Scouts ACT website and advice may be obtained from HERC.

“High-Level” Community Awards

5. “High-Level” Community Awards, including specifically, Awards made under the Order of Australia and recognition advanced under the Canberran/Australian of the Year scheme are highly competitive and must satisfy very strict criteria.
6. While it is open for anyone to nominate an individual for recognition under these programs, it is important that nominations made in the name of Scouts Australia (ACT Branch) are made based on a fully justified and carefully developed nomination.
7. A Member/Supporter wishing to nominate another Member/Supporter under one of these “High-Level” Community Awards must not imply that

such a nomination is made on behalf of Scouts ACT. If the nominator wishes it to be put forward in the name of Scouts ACT, agreement must be obtained from either the Chief Commissioner or the Branch President to ensure that SAC is able to give the proposal full consideration.

8. If the Chief Commissioner or the Branch President declines to support the nomination, the nominator will be advised. The nominator may then, if wished, proceed with a nomination, but this must not be done in the name of Scouts ACT, or in any way implying that the nomination is supported by the Scouts Australia.

Chief Commissioner's Awards

9. The Chief Commissioner has implemented an Award process where an individual is recognised for their contribution to Scouts ACT, usually in relation to a specific event or activity. These are awarded on an ad hoc basis, usually on recommendation, at the sole discretion of the Chief Commissioner.
10. The Award takes the form of a Certificate and a badge which may be worn on the uniform.
11. These Awards are adult-only and are only made to uniformed members of Scouting.

Human Endeavours Recognition Committee (HERC)

Purpose

12. The HERC is appointed by and is responsible to the BEC to:
 - a. Facilitate and/or support the recognition of Members and Supporters working within or for Scouts ACT for their efforts within Scouting generally.
 - b. Identify relevant opportunities for recognition within the wider community and the inclusion of such opportunities in a central ACT Branch register accessible to all Members and Supporters within Scouts ACT.
 - c. Facilitate the identification of individuals or groups worthy of recognition under opportunities identified above as appropriate and ensure the nomination of those individuals or groups is in accordance with the principles and processes set down in this Policy Statement.

Objectives

13. HERC will:
 - a. Promote, encourage and if appropriate, initiate nominations for recognition of individuals or groups which meet the award criteria and in accordance with Scouts Australia policies and processes including this Policy Statement.

- b. Receive, consider and make recommendations in relation to recognition opportunities and associated nominations to the Chief Commissioner and/or the Branch President as appropriate or required.
 - c. Develop and maintain a set of processes and procedures that will enable HERC to operate in a style and manner that ensures that the highest possible level of fairness and equity applies, and is seen to apply, to all recommendations that it makes.
 - d. As required, support the work of the SAC.
14. HERC will meet as required, with meetings scheduled to accord with the requirements of the Scouts Australia Adult Recognition Awards scheme and ensure that nominations are considered in a timely fashion.

Measures of Success

15. The measures of success will be:
- a. In association with ACT Branch staff and others, identify recognition opportunities which may be available to Members and Supporters of Scouts ACT.
 - b. Ensure that a calendar of recognition opportunities is maintained within the Branch office and continuously updated to reflect best available information.
 - c. Develop and implement an ongoing program of promotion of recognition opportunities using the Branch web site, email via ScoutsIT, social media, active presentations at relevant meetings and other opportunities.
 - d. In addition to c. above, in relation to the annual Scouts Australia ARA nominations, ensure that details, times, resources and associated processes are widely known and understood to ensure the maximum possible access to these opportunities within the Branch.
 - e. Present recommendations to the Chief Commissioner and/or Branch President in a timely and comprehensive manner enabling final decisions to be made and external deadlines met.
 - f. Develop, maintain and regularly update a set of “Processes and Guidelines” or “Chief Commissioner’s Instructions”. This is to offer a central reference to HERC members and others within the Branch generally, as a guide in considering and presenting recommendations for recognition.
 - g. As required, provide support to the SAC in proactively identifying individuals or groups which warrant nomination for specific recognition opportunities managed by that Committee.

Membership

16. The membership of HERC shall be determined by the BEC.
17. The Chair of HERC may co-opt additional expertise to assist its work.
18. The President BEC and Chief Commissioner and the Branch President are ex-officio members of HERC.

Reporting

19. Given the confidential nature of its work, HERC will report regularly on its activities to the BEC through the Chief Commissioner.

Significant Awards Committee (SAC)

Purpose

20. The SAC is responsible to the BEC to ensure that especially outstanding contributions to the development of young people and adults locally, nationally and internationally, made by Members and Supporters of Scouts ACT are identified and when considered appropriate are the subject of nominations for high-level and significant community awards including but not necessarily limited to awards under the Order of Australia and Canberran/Australian of the Year.

Objectives

21. SAC will examine, and review contributions made by all Members and Supporters with a view to identifying specific individuals who have displayed those exceptional qualities that warrant nomination under recognition programs undertaken by relevant government or other authorities.
22. SAC will pursue these objectives recognising that such awards are not lightly made by those relevant authorities and will make any nomination only when the time, opportunity and candidate(s) are felt to be appropriate. Nominations of Members and Supporters of the Scouts ACT for recognition under high-level and significant community awards will not necessarily be made every year.
23. SAC will consider potential nominations on a regular basis and at least once every year.

Measures of Success

24. The measures of success will be:
- a. At least once annually, systematically review Members and Supporters of Scouts ACT to identify potential nominees for high-level and significant community awards.
 - b. Where the case is considered justified, develop and lodge high quality formal nomination(s) of Members and Supporters for such awards.
 - c. Nominations made under b. above achieve a high-level of success in their outcomes.
 - d. Progressively develop and maintain a database of relevant Members and Supporters to ensure that over time the process of pursuing the SAC objectives can be simplified and that justified nominees can be more easily recognised and nominated.

Membership

25. Membership of SAC will include:

- Chief Commissioner and Branch President (as Co-Chairs)
- Others, including the Chair of HERC, by invitation of either of the Co-Chairs.

26. If circumstances warrant, either of the Co-Chairs may operate without reference to the other.

SAC Support

27. SAC may nominate an individual to draft appropriate nominations for the consideration of SAC.

28. Noting that:

- the minimum age for Canberran/Australian of the Year nominations is 16 years (at 26 January in the year for which the Award will be considered); and,
- two of the Award categories (Young Australian, and Local Hero) potentially include members in the Venturer Scout and Rover Scout Sections.

29. SAC will liaise with the Branch Venturer and Branch Rover Councils to ensure potentially suitable and eligible younger nominees are identified.

Reporting

30. SAC will not normally maintain formal minutes of its proceedings, but relevant records will be maintained and filed confidentially.

31. The Co-Chairs will report on the work and deliberations of SAC as appropriate in the circumstances to the BEC and in the Branch Annual Report.

Note

This Policy incorporates and replaces the former "Terms of Reference - Human Endeavours Recognition Committee of the BEC".

Approval

32. The policy or amended policy was approved by the Branch Executive Committee on 22 February 2018.