



Honours and Awards Policy

North Shore State School Parents and Citizens Association has one Honour and one Award within its gift.

Honours - Honorary Life Membership

Life membership represents the highest form of recognition that the P&C can bestow and should be carefully considered during the nomination and voting process. It is an honour granted to a P&C member for their exceptional contributions to the Parents & Citizens' Association. This award allows the P&C Association to publicly show appreciation, promote long-term involvement, and acknowledge exemplary standards of service.

Criteria

Nominees may be current or past P&C members. The nominee must have demonstrated, as a member, long and meritorious service to the P&C Association.

Long and meritorious service is defined as:

1. having served as an active member of the P&C for a cumulative total of not less than 7 years &
2. provided outstanding contributions to the P&C and school community, well beyond that of a typically active member &
3. demonstrated a positive attitude and conduct that reflects a dedication to the values of both the P&C and school.

Nomination Process

Any current member (including but not limited to the Principal - Ex-officio) of the P&C Association may put forward a nomination to the P&C Executive Committee, in confidence. Nominations require a nominator and a seconder. This is a confidential process.

1. The President or their delegate will invite nominations for Life Membership in the first week of December via the nomination form (Appendix A).
2. Nominations will close 1 month prior to the AGM. Late nominations will not be accepted. All nominations must be sent to pandcpresident@northshoress.eq.edu.au and the school Principal. In the event the President is the nominee, the application is to be sent directly to the Principal.
3. The P&C Executive (President, Vice President, Treasurer and Secretary) and Principal will meet in confidence prior to the AGM to assess all nominations and only put forward those that meet all the criteria for discussion at the AGM. In the event the President (or Executive member) is a nominee, they must not take part in the deliberations pertaining to their application, nor shall they be informed of the outcome of the deliberations.
4. The P&C Association will vote on the proposed nominations.

Voting for Honorary Life Membership

1. Voting may only take place at the AGM.



2. Only current members of the P&C Association are eligible to vote. Current members are those who have joined or renewed their membership at the AGM in which the Honorary Life Membership vote is to be taken.
3. The nominee/s must not be present during discussions about the proposal.
4. The nominee/s must not vote on the proposal.
5. The vote will be conducted by secretary ballot and must gain the approval of a minimum of two-thirds of the membership present. The Principal, or their school delegate will serve as the Returning Officer.
6. Proxy voting is not permitted, that is members must be present to vote.
7. If a two-thirds majority is not reached, or the application fails to be endorsed by the P&C Executive and Principal, the nominator will be informed in writing about the unsuccessful nomination.
8. All documentation relating to the nomination and award of Honorary Life membership will be filed and stored with the P&C's documents.
9. The Honorary Life Membership is to be publicly invested at a mutually agreed time with the school and P&C Executive.

Commemorative Gifts

Endorsed and approved recipients of the Honorary Life Membership honour will receive (at the expense of the P&C):

1. their name added to the P&C Honour Board and the year in which they were recognised.
2. certificate of recognition
3. P&C Honorary Life Membership shirt

Blue Card requirements

If a Life Member attends P&C meetings and/or volunteers at P&C events, and they are no longer a parent of a child currently enrolled at the school, they will be required to hold a valid Blue Card prior to getting actively involved (this includes voting at meetings).

Awards - Meritorious Service Award

The Meritorious Service Award recognizes exceptional contributions that merit distinction within the Parents & Citizens' Association. This award allows the P&C Association to publicly show appreciation and acknowledgement of exemplary standards of service.

Criteria

Nominees may be current or past P&C members. The nominee must have demonstrated, as a member meritorious service to the P&C Association.

Meritorious service is defined as:

1. Significant Contribution: Demonstrated exceptional service or commitment to the P&C Association over an extended period OR
2. Leadership: Exhibited leadership qualities that inspire and motivate others within the community OR
3. Impact: Made a measurable positive impact on the school or community through initiatives, programs, or events OR



4. Advocacy: Advocated effectively for the interests and needs of students, parents, and the school community.

Nomination Process

Any current member (including but not limited to the Principal - Ex-officio) of the P&C Association may put forward a nomination to the P&C Executive Committee, in confidence. Nominations require a nominator and a seconder. This is a confidential process.

1. The President or their delegate will invite nominations for the Meritorious Service Award in the first week of December via the nomination form (Appendix B).
2. Nominations will close 1 month prior to the AGM. Late nominations will not be accepted. All nominations must be sent to pandcpresident@northshoress.eq.edu.au and the school Principal. In the event the President is the nominee, the application is to be sent directly to the Principal.
3. The P&C Executive (President, Vice President, Treasurer and Secretary) and Principal will meet in confidence prior to the AGM to assess all nominations and only put forward those that meet all the criteria for discussion at the AGM. In the event the President (or Executive member) is a nominee, they must not take part in the deliberations pertaining to their application, nor shall they be informed of the outcome of the deliberations.
4. The P&C Association will vote on the proposed nominations.

Voting for Meritorious Service Award

1. Voting may only take place at the AGM.
2. Only current members of the P&C Association are eligible to vote. Current members are those who have joined or renewed their membership at the AGM in which the Meritorious Service Award vote is to be taken.
3. The nominee/s must not be present during discussions about the proposal.
4. The nominee/s must not vote on the proposal.
5. The vote will be conducted by secretary ballot and must gain the approval of a minimum of 51% of the membership present. The Principal, or their school delegate will serve as the Returning Officer.
6. Proxy voting is not permitted, that is members must be present to vote.
7. If a 51% majority is not reached, or the application fails to be endorsed by the P&C Executive and Principal, the nominator will be informed in writing about the unsuccessful nomination.
8. All documentation relating to the nomination and award of the Meritorious Service Award will be filed and stored with the P&C's documents.
9. The Meritorious Service Award is to be publicly invested at a mutually agreed time with the school and P&C Executive.

Commemorative Gifts

Endorsed and approved recipients of the Honorary Life Membership honour will receive (at the expense of the P&C):

1. their name added to the P&C Honour Board and the year in which they were recognised.
2. certificate of recognition



3. small gift of nominal value to be determined by the P&C

APPENDIX A

**North Shore State School P&C Association
Nomination Form: Honorary Life Membership Award**

Details of the person you are nominating

Name (please print): _____

Phone: _____ Email: _____

Length of P&C membership: _____ years Positions held: _____

The nominee has met all criteria:

- Long and meritorious service to the P&C Association (mandatory)
- having served as an active member of the P&C for a cumulative total of not less than 7 years
- provided outstanding contributions to the P&C and school community, well beyond that of a typically active member
- demonstrated a positive attitude and conduct that reflects a dedication to the values of both the P&C and school.

Why are you nominating this person? Please briefly explain why the nominee should be considered for life membership by addressing the nomination criteria above. If there is insufficient space below, attach an additional page.

Nominator's Details

By signing below, you are declaring that the information provided in this form is true to the best of your knowledge and propose the nominee be considered for the North Shore State School Parents and Citizens Association Honorary Life Membership honour.

Name (please print): _____

Phone: _____ Email: _____

Signature: _____ Date: _____

Secunder's Details

By signing below, you are declaring that the information provided in this form is true to the best of your knowledge and propose the nominee be considered for the North Shore State School Parents and Citizens Association Honorary Life Membership honour.

Name (please print): _____

Contact Details - Phone _____ Email: _____

Signature: _____ Date: _____

Email the nomination form to: pandcpresident@northshoress.eq.edu.au or the Principal

APPENDIX B

**North Shore State School P&C Association
Nomination Form: Meritorious Service Award**

Details of the person you are nominating

Name (please print): _____

Phone: _____ Email: _____

Length of P&C membership: _____ years Positions held: _____

The nominee has met one of more of the criteria:

- Significant Contribution: Demonstrated exceptional service or commitment to the P&C Association over an extended period OR
- Leadership: Exhibited leadership qualities that inspire and motivate others within the community OR
- Impact: Made a measurable positive impact on the school or community through initiatives, programs, or events OR
- Advocacy: Advocated effectively for the interests and needs of students, parents, and the school community.

Why are you nominating this person? Please briefly explain why the nominee should be considered for life membership by addressing the nomination criteria above. If there is insufficient space below, attach an additional page.

Nominator's Details

By signing below, you are declaring that the information provided in this form is true to the best of your knowledge and propose the nominee be considered for the North Shore State School Parents and Citizens Association Meritorious Service Award.

Name (please print): _____

Phone: _____ Email: _____

Signature: _____ Date: _____

Secunder's Details

By signing below, you are declaring that the information provided in this form is true to the best of your knowledge and propose the nominee be considered for the North Shore State School Parents and Citizens Association Meritorious Service Award.

Name (please print): _____

Contact Details - Phone _____ Email: _____

Signature: _____ Date: _____

Email the nomination form to: pandcpresident@northshoress.eq.edu.au or the Principal