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|  | **AWARDS PROCEDURE****RECOGNITION OF YEARS OF WAB MEMBERSHIP** |
| *Ver 2023* |
| **Please make sure that forms are sent to the State President, at least 4 weeks before presentation date** |
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| *Branch Secretary* | 1. To ensure you are using the current version, download form(s) from WAB website, click on Resources, then [Award Nomination Forms](https://www.wabsa.com.au/resources/award-nomination-forms/) *(← click here)* then select relevant years of membership nomination form
2. Branch President and Secretary to sign Nomination Form then onforward to Regional Co-ordinator
3. Regional Co-ordinator to sign/endorse Nomination and return to Branch Secretary
4. Forward duly signed form to State President by email wabinsa@gmail.com or via mail (address on form)
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| *Regional Co-ordinator* | To sign/endorse, return to Branch Secretary (for onforwarding to State President) |
| *State President* | *Process Award Nomination as follows:* |
| 5 years and 10 years | * Print certificate and send to Branch with copy of Nomination form
* Certificate to be signed by Branch president and presented at a branch meeting. Branch President to read out member’s history/achievements as noted on Nomination Form.
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| 20 Years (Life)30 years40 years50 years | * Print certificate, sign and send to Branch with badge and copy of Nomination form
* Certificate to be signed/dated by State President and presented at Regional Conference if possible, otherwise at the discretion of member’s branch
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| 60 years70 years | * Print certificate, sign and send to Branch with badge and copy of Nomination form
* Certificate to be signed/dated by State President and presented at State Conference if possible, otherwise at the discretion of member’s branch
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| ***General Information*** |
| WAB Admin | * Update Membership Database
* File original nomination form in State Records
* Awards to be included in that year’s Annual Report
* Badges ordered from manufacturer in Adelaide and holds surplus stock, note 4 weeks notice required by manufacturer
* All Awards expenses are to be paid by WAB State Treasurer (badges, printing etc)
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