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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](mailto:wabinsa@gmail.com) or via mail (address on form) | |
| *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. |
| 20 Years (Life)  30 years  40 years  50 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 |
| 60 years  70 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) | |