



## **ACT Careers Association Life Member Award**

Life membership is awarded by the Association as acknowledgment and recognition of outstanding and sustained contribution of an ACT Careers Association (ACTCA) member to the ACTCA and the field of careers.



**ACT Careers Association  
Life Member Award  
INSTRUCTIONS**

**Life membership Guidelines**

Life membership is an honour bestowed on individual ACTCA member whose exceptional, professional, loyal and outstanding service and contribution has provided a measurable benefit to the Association over an extended period of time. It should be recognised as the highest recognition that can be awarded to a member in acknowledgement of exceptional service and contribution.

**Nomination process**

1. As per the ACT Careers Association (ACTCA) Constitution, Life Member candidates must be nominated by present ACTCA members. The nomination must be seconded by an ACTCA member.
2. The ACTCA Committee is informed in writing of the nomination of a potential Life Member at a Committee meeting prior to the AGM.
3. The Committee recommends that the following procedure is followed for Life membership nomination.
  - a) Nominations for ACTCA Life Member nominations may be received by the ACTCA Committee at any time during the year.
  - b) Nominations must be submitted on the ACTCA Life Member Nomination Form and must address the selection criteria.
  - c) The Awards sub-committee, is appointed to further discuss the nomination and report back to the Committee on their discussions and decision.
  - d) If an existing Committee member is the nominee, that person must be excluded from the Awards Sub-committee discussions.
  - e) In the event that the membership sub-committee believes that the nominee is worthy of Life Membership, the Committee will present the nomination to the next ACTCA Annual General Meeting for ratification.
  - f) In the event that the Committee believes that the nominee is not worthy at this stage of Life Membership, the ACTCA Committee will inform the nominators of their decision.
  - g) The nominated member may be elected a Life Member of the Association on receiving a majority vote of over 75% in favour of the motion at the AGM.
  - h) The voting for Life Membership will be by a show of hands (physically or virtually).

## **Criteria**

To assist with the nomination process, some or all of the following criteria should be addresses on the nomination form.

For any of the relevant criteria, the nominee should have demonstrated an exceptional contribution, beyond the ordinary for an extended period of time, which has a measurable benefit to the Association and members.

1. Minimum of 5 years ACTCA membership including contribution in specific roles that contribute to the benefit of the Association. These roles may include, but not be restricted to – service on committees, organisation and management of CPD events/activities, participation in volunteer/fund raising activities, representing the Association at local, national or international level, mentoring, or any activities that promote the ACTCA and benefit members of the Association and the careers industry in the ACT and Capital region.
2. Regular participation in association activities, including CPD.
3. Demonstrated professionalism that reflects dedication to the Association’s vision, purpose goals, values, codes, CICA Professional Standards and the professionalisation of the industry.
4. Any other specific career industry related achievements and contributions.

## **Additional notes**

All nominations should be treated with the strictest of confidence until such time as being presented for ratification at an Annual General Meeting.

The Life member to be formally presented with an ACTCA Life Member name badge / certificate at the next ACTCA public event such as a face-to-face professional development event or ACTCA End-of-Year Dinner.

The ACTCA encourages the nominator and candidate to access CICA Professional Standards for Australian Career Development practitioners and work collaboratively when addressing the criteria.



ACT Careers Association  
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NOMINATION FORM

1. Candidate's name

2. Candidate's contact details – email and phone number

3. Candidate's workplace / work status

4. Nominator's name

5. Nominator's contact details – email and phone number

6. Nominator's relationship to the candidate

**Statement of Support**

The nominator must submit a Statement of Support consisting of at least 300 words for each criterion.

For further information please contact the ACTCA President by emailing [actcareersassoc@gmail.com](mailto:actcareersassoc@gmail.com)



ACT Careers Association  
Life Member

**NOMINATION FORM - STATEMENT OF SUPPORT**

The candidate has demonstrated:

1. Minimum of 5 years ACTCA membership including time in leadership roles that have led to tangible benefits for the Association. These roles may include, but not restricted to – service on ACTCA committees/sub-committees, organisation and management of CPD events/activities, participation in volunteer/fund raising activities, representing the Association at local, national or international level, mentoring, or any leadership roles for the ACTCA.

2. Participation in ACTCA and Canberra and Capital region activities that builds member and community collaboration, cooperation and engagement.

3. Engagement in activities that promote the Association’s vision, purpose, goals, values, codes, CICA Professional Standards and the professionalisation of the industry.

4. Contribution has provided a measurable benefit to the Association over an extended period of time. Any other specific career industry related achievements and contributions.

5. Any other specific career industry related achievements and contributions.

Candidate’s signature

Date

Nominator’s signature

Date