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| Policy Number | D6 |
| Policy Name | GBWA Leaders Service Acknowledgment |
| Version | 002 |
| Approved by the Board on | June 2023 |
| Scheduled review date | June 2025 |

1. Policy
 - 1.1. GBWA values Leaders and wishes to acknowledge their contribution to GBWA.
 - 1.2. GBWA values Leaders who serve at a National level and the Board will apply for acknowledgment by GBA as appropriate.
 - 1.3. GBWA will generally not make application for Australia Day Honours and similar but will consider supporting a personal nomination if requested.
2. People
 - 2.1. All Leaders are able to recommend another Leader for the following awards as determined by the procedures covering the award.
 - 2.1.1. Life membership of GBA (see GBA Policies and Procedures - National and International Awards)
 - 2.1.2. National Award (see GBA Policies and Procedures - National and International Awards)
 - 2.1.3. Leaders Service Award (see GBA Policies and Procedures - National and International Awards and GBWA procedure below)
 - 2.1.4. GBWA Certificate of Appreciation (see procedure below)
 - 2.2. Board is responsible to
 - 2.2.1. Review this procedure in response to changes to the GBA policies and procedures for National and International Awards.
 - 2.2.2. Administer the GBA Leaders Service Awards and GBWA Certificate of Appreciation.
 - 2.2.3. Determine the application process for GBA Leaders Service Awards in WA and GBWA Certificates of Appreciation.
 - 2.2.4. Approve the design of the GBWA Certificate of Appreciation.
 - 2.2.5. Apply, when appropriate, for WA Leaders to receive GBA National Award or GBA Life Membership
 - 2.3. Operations Manager is responsible to
 - 2.3.1. Maintain a record of all WA Leaders awarded with awards listed above in 2.1.1 and 2.1.2
 - 2.3.2. Maintain a record of WA Leaders presented with GBA Leaders Service Awards and GBWA Certificates of Appreciation.
3. Procedure
 - 3.1. GBA Leaders Service Awards
 - 3.1.1. The Operations Manager will maintain the State register of Leaders including the date their name was added to the register.
 - 3.1.2. At the end of each year, the Operations Manager will check the register for Leaders who have completed five (5) years or multiples of five (5) years' service during the year.
 - 3.1.3. The Operations Manager will arrange for Certificates and Badges to be available.
 - 3.1.4. The Board will determine a suitable time to present the awards as per the national procedure.
 - 3.1.5. Leaders are responsible for wearing the award as per the national procedure.
 - 3.2. GBWA Certificate of Appreciation

- 3.2.1. The term Leaders will mean all Leaders under the GBWA Constitution, Point 6.1 and 6.2 and will include Board members Point 6.2.3.
- 3.2.2. The Operations Manager will maintain the State register of Leaders including the date their name was added to the register.
- 3.2.3. At the end of each year, the Operations Manager will check the register for Leaders who have resigned (see 6.5 of Constitution) and notify the Board of eligible Leaders.
- 3.2.4. As appropriate, a Board member/s to complete the application form (Appendix D.6.a) in discussion with Leaders who have served with the proposed recipient/s.
- 3.2.5. Leaders are eligible if they meet the following three requirements
 - retired/resigned as per 6.5.1 and 6.5.2 of the constitution
 - have completed at least ten (10) years of active service.
 - Demonstrated support of the GB Aim, vision and principals
- 3.2.6. The Operations Manager will arrange for Certificates to be available.
- 3.2.7. The Board will determine a suitable time to present the awards.

4. Papers

- 4.1. GBA Policies and Procedures

Date of approval by the Board _____

Signature of State Commissioner _____

The Girls' Brigade Western Australia

Appendix D.6.a

Application for GB WA Certificate of Appreciation.

Year Name added to State Register:

Positions held

Details of **Regional** Service (if applicable)

Details of **State** Service (if applicable)

Details of **Personal Qualities** shown during Service

Application presented to Board Meeting _____(date) and accepted/declined.

Date of presentation_____

Note – if application not accepted the reason why to be recorded in the Board meeting minutes.