



VPA Service Awards Policy

August 2009

Victorian Principals Association (VPA) values the contribution of its members whose dedicated expertise and time have contributed to primary education in Victoria.

Service Awards Applicants

A Principal Class Member (Ordinary Member) or former Principal Class Member may be nominated for a Service Award by a VPA Principal Class Member (Ordinary Member). The Service Award Committee will review all nominations.

Service Awards Committee

A Service Award Committee must consist of:

- The President (Convenor);
- A Board Member;
- A Council Member; and
- A Life Member.

The Convenor of this committee is the VPA President.

The Service Award Committee has the final decision of bestowing a Service Award to an individual. If the Service Award Committee cannot reach a unanimous decision, the President (Convenor) will make the final recommendation. The recommendation is then presented to Council.

A Service Award is bestowed upon an individual who has made a significant contribution to VPA in one of these categories:

- Professional Development for members
- Collegiality amongst VPA members
- Initiatives in Education practice and / or management
- Advocacy on behalf of members
- Activities which serve to increase VPA membership

Criteria for assessing and awarding a Service Award:

- Ensure compliance with the nomination process;
- Ensure the nomination satisfies the following criteria:
 - The nominee has made a significant contribution to VPA in a specified category;
 - The nominee has not brought ill repute to the Association; and

The nominated member will be presented with the award at a significant VPA meeting decided by the President.

Service Awards Nomination

The Service Award process is as follows:

- The Association is to invite nominations for the Service Award with appropriate forms made available;
- Nominations are to be opened for a period up to 60 days in any one calendar year;
- Service Award nominations are to be prepared in writing by a Principal Class Member (Ordinary Member) with supporting signatures of at least 5 Principal Class Members (Ordinary Members);
- Nominations are to remain confidential until the nomination period has closed; and
- The Service Award is conferred at a significant VPA event in the nominated year.

Process for Service Awards Nominations

The Service Award nomination process is as follows:

- The closing date for Nominations for Service Awards will be July 31 each year with the exception of 2009.
- The closing date for Nominations for Service Awards in 2009, with a shortened time frame, will be October 5, 2009.