

## Volunteer Awards 2017

### Guidelines

Nominations will be open between 1- 29 May, 2017

1. Nominations must be made by another person (you cannot self-nominate)
2. Only members who have been active volunteers within the last 24 months are eligible to be nominated
3. Current members of Committees, Taskforces, Subcommittees and Working Groups, as well as general members and HQ Staff are all eligible to nominate
4. Once nominations close on 29 May, the nominations for each area are sent to the Volunteer of the Year Award Selection Panel, which will then assess each nomination against the Selection Criteria and recommend the shortlisted nominees to the Presidential Committee for final selection of the Award winners
5. The winners will be announced at the Volunteer Cocktail reception on 21 June in Sydney this year
6. It is the responsibility of the nominator to select the category for their nomination. An individual may only be nominated in one category by each nominator
7. All nominations must be submitted online

### Nomination tips

#### Why is the information on my nomination form important?

- ▶ Always remember that the selection panels will not have met these volunteers, or seen the amazing work they have been doing, so make sure you set aside enough time and a quiet place to give the nomination the thought and attention that it deserves. This will ensure that how you feel about your volunteer and their achievements is clear for all to read from the evidence you have provided.
- ▶ We recommend you view the nomination form before beginning your nomination to ensure you collect all supporting materials (any recommendations, evidence of their achievements, reference letters from colleagues) before completing the form.
- ▶ Be clear and concise in your statements. Always use examples to back up your comments as the selection panels will be using the answers to each of these questions to assess how well they feel each volunteer meets the criteria.
- ▶ Use a different example when addressing each question. There is usually more than one element to the volunteer's contribution that can be explored.
- ▶ If you experience issues submitting an online nomination form, please contact our office on [volunteers@actuaries.asn.au](mailto:volunteers@actuaries.asn.au).

#### What next?

You can nominate online or download a nomination form and send the completed form to [volunteers@actuaries.asn.au](mailto:volunteers@actuaries.asn.au)

If you have any questions, or are experiencing difficulties nominating please email [volunteers@actuaries.asn.au](mailto:volunteers@actuaries.asn.au) or call us on 02 92396100.

## FAQ

### **What sort of relevant information and supporting documents are required to support the nomination?**

All supporting documents should relate directly to the reason for the nomination. They can include letters of reference, media articles and publications. The supporting documents should enhance/support what is in the written nomination.

### **What constitutes “contributed to the actuary profession?”**

The selection panel would like to understand how the nominee has participated in the volunteer programs that have benefited the wider actuarial profession. Examples may include; taking leadership position/s on committees, taskforces, subcommittees or volunteering in education programs, mentoring students or reviewing professional guidance documents or making submission to the government.

### **What constitutes “contributed to the broader membership”?**

Contribution to the broader actuarial community could be defined in many ways. The selection panel will consider a significant contribution by way of a time commitment, length of service or materiality of a strategic project or submission papers that influence the actuary position in the industry.