

STANDING SUB-COMMITTEE FOR ASSESSMENT OF HONORARY LIFE MEMBERS

1. FORMATION

The Sub-Committee was established by resolution of the Committee of Management on the 8 November 2016.

2. MEMBERSHIP

Members of the Sub-Committee are long-standing members of U3APP with a good knowledge of past and present contributions by volunteers. They are appointed by the Committee of Management. The names of the current Chair of the Sub-Committee and members are listed on the U3APP website.

3. TERMS OF REFERENCE

- a) To receive nominations for the awarding of an Honorary Life Membership.
- b) To evaluate the contribution of the nominees, firstly, against the Statement of Purposes of U3A Port Phillip as set out in the Rules of the Association, and secondly, to take account of the regard and respect in which the nominee is held by the membership of U3APP and by the community in general.
- c) To submit recommendations on nominations to the Committee of Management.
- d) To keep confidential the identity of nominees.

4. PROCESS OF NOMINATION

- a) Nominations will be assessed annually by the sub-committee.
- b) Nominations from whatever source are to be submitted to the Chair of the Subcommittee in the first instance. Nominations may be accompanied by letters of support.
- c) The closing date for submission of nominations is the 31 August each year
- d) The sub-committee will be convened to prepare its recommendations to the Committee of Management (COM). These will be provided to the President of U3APP in the first instance.
- e) The decisions of the COM will be conveyed to the Chair for dissemination to the other members of the sub-committee.
- f) In the event of a nominee being approved for the award, complete secrecy shall be maintained until after the general meeting has, by a majority vote, accepted the recommendation of the COM.
- g) It is the responsibility of the COM to ensure the resolution for the granting of the award is included on the agenda for the general meeting. (This will generally be the Annual General Meeting.) It is noted that twenty-one (21) days notice is required of the agenda items for the meeting and as such, the resolution should not include the name of the recipient(s).