

## RECOGNITION OF SERVICE

### Nomination and Election Procedure

Established in 2024, this award will be made to an Institute member (individual or academic/company member representative) who has served on National Council, a State or Regional Committee, or any other committee related to the Institute for at least 20 years.

Nominations for Recognition of Service may be made at any time, but only those received by 30 April in the year of the Biennial Conference (or at least six months prior to the Conference) will be considered for the Award at the Conference. Any number of nominees may be recognised in any two-year cycle.

Nominations may be submitted electronically by any of the following:

- National President of Concrete Institute of Australia
- Council of Concrete Institute of Australia (approved and signed by the Chair)
- A CIA State Committee (approved and signed by the Chair)
- Any three financial members of the Institute together
- The Honours and Awards Nominating Committee (approved and signed by the Chair)

Nominations are then reviewed by the Nominating Committee which is appointed by Council. Following the review the Nominating Committee makes its recommendations to Council as to which nominations should be granted Recognition of Service. Council makes its final decision based on these recommendations.

It is desirable that nominees are not informed of their nomination, in order to avoid disappointment if the nomination is not successful.

### Criteria

The following criteria is to be used in assessing nominations for **Recognition of Service**.

- This award will be made to an Institute member who has served on National Council, a State or Regional Committee, or any other committee related to the Institute for **at least 20 years**.
- The nominated committee members should have made a significant contribution by regular attendance at committee meetings, facilitating and assisting at events or on committees, and making regular contribution in line with the Institute's objectives.

All Concrete Institute of Australia members (individual or academic/company member representative) can be considered for this recognition.



## Submission

Submissions for nominations for the Recognition of Service must be completed using the appropriate electronic form. **Note – It is important that all fields are entered correctly with all the appropriate detail to ensure that the nominee’s credentials are able to be considered fully by the Nominating Committee**

The submission details must include supporting material including:

- Nominees full name, address, and contact information.
- Nominees current company, position and contact information (if still working).
- Nominating person/committee (and name/position of the Chair if required).
- Nominees’ chronological history with CIA. Information to include dates and time frames for:
  - Dates of appointment (and end date if applicable) on relevant CIA committee/s
  - Participation in CIA activities through the relevant committee/s.
  - Other roles or positions held with CIA.
- The data above should be supported by a detailed submission that outlines how the nominee has provided a significant contribution towards the Institute throughout their time on the relevant committee.

An electronic copy may be submitted via email to:

The Secretary  
Honours and Awards Nominating Committee  
Concrete Institute of Australia  
[exec@concreteinstitute.com.au](mailto:exec@concreteinstitute.com.au)

## Presentation

Recipients of the Recognition of Service will be informed in the first instance of their award by the National President.

Recognition of Service will then be officially presented to recipients at the Institute’s biennial conference or at an appropriate Institute function. Recipients of this award will receive a framed certificate and a medallion certifying the granting of the award

