

CONCRETE INSTITUTE OF AUSTRALIA MEDAL

Nomination and Election Procedure

In celebration of the Institute's Golden Jubilee in 2020, the **Concrete Institute of Australia Medal** was established. This honour adds emphasis to the Institute's history and achievements and provides the opportunity for recognition that goes beyond the Institute's Life and Honorary Membership honours.

Nominations for the Concrete Institute of Australia Medal 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 an Award at the Conference. Apart from the first iteration, not more than one Concrete Institute of Australia Medal may be awarded in any two-year cycle to preserve the prestige.

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 Honorary Membership. 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. Unsuccessful nominations will be kept on the Nominations Register for up to six years. This means that they will be reviewed again during that period.

Criteria

It is recognised that this award will be granted to people who have contributed significantly to the formation, growth, and continued development of the Institute over its history.

The following criteria are to be used in assessing nominations for **Concrete Institute of Australia Medal**.

- The essential criterion for the Award is very significant contribution to the **formation, growth, development and success** of the Concrete Institute of Australia.
- It recognises a contribution that goes beyond the Institute's Life and Honorary Membership honours and criteria.



- The recipient of this Award need not be a member of the Institute, although it is unlikely that a non-member would have made such a contribution to the Institute to be considered for this Award.

Except under unusual circumstances, the currently serving National President, Directors, or Councillors should not be considered for the Concrete Institute of Australia Medal.

Submission

Submissions for nominations for the Concrete Institute of Australia Medal must be completed with a cover letter outlining the reasons why the nominee is a worthy recipient, and by 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:
 - Joining the CIA
 - Being elected to and serving on committees
 - Election or appointment to executive or senior roles on committees
 - Representing CIA on external committees.
 - Participation in CIA activities such as conference organisation etc.
 - 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 to the **formation, growth, development and success** of the Concrete Institute of Australia that goes beyond the Institute’s Life and Honorary Membership honours and criteria.

An electronic copy may be submitted via email to:

The Secretary
Honours and Awards Nominating Committee
Concrete Institute of Australia
exec@concreteinstitute.com.au

Presentation

Recipients of the Concrete Institute of Australia Medal will be informed in the first instance of their award by the National President.

The *Concrete Institute of Australia Medal* 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.

