

The College Medal of Honour

Terms of Reference



Authorising Body:	Board
Responsible Committee(s):	Awards and Recognition Committee
Responsible Department(s):	Membership and Events
Document Code:	TOR The College Medal of Honour

Description

The College Medal of Honour was established in 1987, and is the RANZCP's highest and most prestigious award. It is presented only for distinguished and meritorious service to the College.

Eligibility Criteria

The College Medal of Honour is made to a RANZCP Fellow who has given a minimum of ten years' active service in organisational and/or administrative areas of the RANZCP. Recipients need not necessarily have held College office.

The Award may be made to only one person in any one year other than in exceptional circumstances or, if there are no suitable applicants, the Award will not be made in that year.

Previous recipients of the Award will not be eligible to receive the Award on a further occasion.

Form of Award

The Award comprises a citation and a precious metal medal. The recipient is invited to attend the College Ceremony at the RANZCP Congress where the Award will be presented.

Frequency

The Award is presented annually, if there is an appropriate nomination.

Application Process

The College Medal of Honour is given by nomination only. Nominations may be made by any two Fellows of the RANZCP, setting out their reasons for such nomination.

Nominations must be submitted to: awards@ranzcp.org.

Selection Panel Composition

The Selection Panel shall consist of the Chair of the Awards and Recognition Committee (Convenor), the President and three Past Presidents (if such a number be available) and have the power to co-opt other senior members, if necessary, to total an odd number of at least five members.

At least one member of the Selection Panel must be from Australia and at least one from New Zealand.

In the case of a declared conflict of interest, the Chair of the Selection Panel should advise possible alternate arrangements. In the case where the Chair of the Selection Panel declares a conflict of interest, and it is not possible/feasible to make alternate arrangements, the decision should be deferred to the rest of the Selection Panel.

The Selection Panel will consider the nominee’s contributions to the College. The panel is responsible for recommending to the RANZCP Board a person for receipt of the Award and will only do so if they are unanimous in their recommendation. The recommendations should be in writing and should outline the reasons for such nomination. The Board will have final determination for this Award.

Special conditions

To ensure preservation of its prestigious status an upper limit of fifteen living holders or one per cent of the membership (whichever is the higher) is set.

Revision Record

Contact: Senior Manager, Membership Services (Membership and Events)			
Date	Version	Approver	Description
19/11/2015	1.0	B2015/7	Updated to reflect correct terminology and processes.
10/02/2018	1.1	B2018/1 R14	Updated to reflect correct terminology and processes.
August 2019	1.2	Coordinator, Membership Services	Updated clarify nomination process.
2020			NEXT REVIEW