

GUIDELINES 2019

Outstanding Professional Service Award

Preamble

The Professional Teachers' Council (PTC NSW) has introduced an annual award in recognition of the voluntary work undertaken by association committees.

This award will be made by PTC NSW on behalf of professional associations in recognition of the **voluntary** work undertaken by their committee members. Recipients of the award for 2019 will be announced on World Teachers Day, Friday 25 October 2019.

The award recognises the outstanding professional contribution *by individual committee members* to education in NSW *made through a professional teachers' association*.

Guidelines

Each year provision is made for nominations to be received from member associations for consideration by the PTC NSW Awards committee.

1. To be eligible for consideration the individual nominated should:

- have worked in a voluntary capacity
- be a financial or life member of the nominating association
- be serving or have served as an elected or co-opted committee member **during the current calendar year**
- have made an outstanding contribution to the association's support of teachers and education in NSW **over an extended period of time** as:
 - Newsletter or Journal editor
 - Representative on committee/s
 - Professional Development coordinator
 - Award or accreditation coordinator
 - Website/ICT coordinator

And/or:

- have made an outstanding **voluntary** contribution to the association over an extended period of time through:
 - Management of the association
 - Financial management of the association
 - Management of association committees
 - Their contribution to the association's:
 - * Journals/Newsletters
 - * Publications
 - * Teaching Resources

2. To be eligible for consideration by the Awards Committee nominations must be:

- submitted online on the nomination form (<https://forms.gle/rdsKEaXv3t3B8jvZ6>)
- in recognition of an individual
- signed by the association's current President as nominator and another current Office Bearer as seconder. In case of the nominee being the current President, or in the absence of the President, be signed by two current Office Bearers of the association as nominator and seconder.
- accompanied by a citation of a minimum 100 to a maximum of 175 words describing the reason/s for the award. The Citation to be provided online in the format outlined under *Lodgement Steps. (Example of a citation provided)*
- accompanied by other background information in dot point format as 'briefing notes' to support the citation, in electronic copy
- received by the closing date indicated for that year.

3. Number of individual nominations per association for 2019:

- Associations having a membership of fewer than 300 financial members may nominate **one person** only
- Associations having a membership of 300 – 999 financial members may nominate up to **two persons**
- Associations having a membership of 1000 or more financial members may nominate up to **three persons**

Please note: These numbers should agree with the capitation numbers submitted to PTC NSW for that year.

- 4. Incomplete nominations**, those without supporting citation (minimum 100 to maximum 175 words) and briefing notes, in non-standard format or those received/sent after the dates and times indicated under the heading below *Lodgment Steps* will not be considered by the PTC NSW Awards Committee. Joint nomination of two people for one award will not be considered.
- 5. Previous recipients** of an Outstanding Professional Service Award **are not eligible to be nominated again.**
- 6. Unsuccessful nominations** for an Outstanding Professional Service Award from previous years are eligible for nomination to the current award.
- 7. The decision** of the awards committee will be final.

Closing date: Wednesday 16 October 2019 by 5pm.

1. Lodgment step

Lodge your application form online: <https://forms.gle/rdsKEaXv3t3B8jvZ6>

2. Acknowledgement of Receipt

The PTC NSW Office will acknowledge the receipt of each application within one week of its receipt. If receipt of your application has not been acknowledged within this timeframe please contact the PTC NSW Office.

3. Successful Nominees

Nominees will be notified by email by Friday 25 October 2019 of the PTC NSW Awards Committee's decision regarding the success or otherwise of their nomination.

4. Adherence to Guidelines

Strict adherence to the Guidelines will be applied. Late or incomplete nominations will not be considered by the PTC NSW Awards Committee.

5. Future Opportunities

The PTC NSW makes Outstanding Professional Service Awards annually. Associations however should not feel obliged to nominate a person(s) each year.