

Purpose

This framework defines the approach to recognising individuals who have made significant contributions to Skin Cancer New Zealand.

Award categories

Award category	Description	Criteria	Form of recognition
Life membership	The highest form of recognition. Awarded rarely and reserved for individuals who have made extraordinary and enduring contributions at an organisational, national or international level.	Individuals must demonstrate a combination of: <ul style="list-style-type: none"> • Exceptional and sustained service over time (minimum of five years). • Significant strategic, organisational, national or international impact. • Leadership beyond normal governance or role expectations. 	<ul style="list-style-type: none"> • Framed certificate • Life Member privileges as outlined in the Constitution
Distinguished service award	Recognises sustained service or significant contributions in a specific area, programme or project that may not meet the threshold for Life Membership. Recipients may receive more than one Distinguished Service Award over time and may later be considered for Life Membership. Life Members may also be awarded a Distinguished Service Award in recognition of further significant contributions following the conferment of Life Membership.	Individuals must demonstrate one of: <ul style="list-style-type: none"> • Sustained service (minimum of five years). • Significant contribution to a project, programme, initiative, or area of work. • Exceptional contribution through advocacy, fundraising, or volunteer service. 	<ul style="list-style-type: none"> • Framed certificate

Eligibility

- Nominees may be members or non-members.
- Awards may be made posthumously at the discretion of the Executive.

Nomination and assessment process

- Any member of Skin Cancer NZ may nominate an individual for an award.
- Nominations may be submitted at any time during the year.
- Nominations must be submitted by email to hello@skincancer.org.nz and include:
 - Name of the nominee
 - Proposed award category
 - A written justification (maximum 300 words) outlining why the nominee deserves the award
 - Supporting information or evidence (optional)
- Nominations will be considered annually, ahead of the Annual General Meeting, unless otherwise determined by the Executive.
- Nominations will be considered at an Executive meeting and assessed against the relevant criteria.
- The Executive may defer consideration of a nomination pending further information.
- Decisions may only be made when a quorum is present, as defined in the Constitution.
- Voting will be conducted anonymously.
- A two-thirds majority of those present and eligible to vote is required for an award to be conferred.

Recognition and announcement

- Where practicable, awards will be presented in person at an event, AGM or other appropriate occasion.
- Each award presentation will include a citation outlining the recipient's contribution, which will be read at the event, and the recipient will be presented with the agreed form of recognition.
- Where a recipient is unable to attend an award presentation within a reasonable timeframe, the award may be presented in person by a Board member where one is available in the recipient's region; or sent to the recipient.
- Recipients may be acknowledged through organisational communications (e.g. website, newsletter).
- Life Members will be formally recognised on the Skin Cancer NZ website, including a photo and citation.

- Distinguished Service Award recipients may be acknowledged on the Skin Cancer NZ website, including their name and a summary of their contribution.
- Where an award recipient is deceased, their recognition will continue to be displayed on the website and in organisational records, unless otherwise requested by their family, and may be updated to reflect this where appropriate.

Record keeping

- A register of all award recipients will be maintained by Skin Cancer New Zealand.

Revocation

- In exceptional circumstances, the Executive reserves the right to revoke an award where a recipient's actions are considered detrimental to the interests of Skin Cancer NZ and contrary to its objectives.