



ABN 41 009 666 559

QUEENSLAND JUSTICES ASSOCIATION

ESTABLISHED 1918

# Queensland Justices Association Awards Guidelines

- 1) MEMBER OF THE YEAR**
- 2) BRANCH OF THE YEAR**
- 3) COMMUNITY ENGAGEMENT AWARD**

## **1. Purpose**

- a) The purpose of awarding these QJA Awards is primarily to recognise Members, Branches and QJA Engagement Activities that have made or continue to make ambassadorial contributions to the advancement of the Queensland Justices Association.
- b) Awards will be made annually from nominations received.
- c) Posthumous awards will not be accepted or granted.
- d) The award presents an opportunity to recognise notable achievements of Branches, Individuals and QJA Engagement Activities and to highlight in the public areas the role of the Queensland Justices Association and it's members and role in the community.
- e) To further enhance the ideals and growth of the Queensland Justices Association (QJA)
- f) To support the QJA Vision and Mission Statements.

### **Vision Statement**

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***BE THE PRE-EMINENT ORGANISATION FOR QUEENSLAND HONORARY JUSTICES***

### **Mission Statement**

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***QJA is committed to being the centre of excellence through a combination of leadership, training, professional development and advocacy.***

## 2. Criteria

The nominee/s for the award of Individuals, Branches, or QJA Engagement Activities awards should meet the following criteria:

### **a) GENERAL CONDITIONS**

Must be:

- A current financial member of QJA
- An official QJA Branch or Contact Group
- A QJA Community Engagement Activity

### **b) QJA MEMBER of the Year**

Must:

- be nominated and seconded by current financial QJA members
- have the consent of the nominated member for nomination and the member will accept the award should they be successful
- submit a profile of the nominated member
- answer all points set out in the “**Criteria for Assessment**” as it applies to the member

### **c) QJA BRANCH of the Year**

Must:

- be nominated and seconded by a current financial QJA members
- submit a profile of the branch (historical)
- answer all points set out in the “**Criteria for Assessment**” as it applies to the branch

### **d) QJA Community Engagement Award**

Must:

- be nominated by a current financial QJA member or QJA branch for an event or a range of events
- submit a brief background of the event/s
- answer all points set out in the “**Criteria for Assessment**” as it applies to the event/s

### 3. CRITERIA FOR ASSESSMENT:

- ❖ *Member Engagement and Growth*
- ❖ *Training Excellence – through professional development, workshops and/or mentoring*
- ❖ *Marketing – raising the QJA profile*
- ❖ *Community Engagement – activities, projects or event/s that reach out to the broader community*

### 4. Submission

- a) Invitations for submissions and nominations will be forwarded to members and branches
- b) Nomination forms are available from Q.J.A website [www.qja.com.au](http://www.qja.com.au) email [admin@qja.com.au](mailto:admin@qja.com.au) or requested by phone (07) 3392 2955
- c) Nomination must be signed by a proposer and seconder (QJA members)
- d) Nomination should include details of exceptional achievement or contribution/s that warrant consideration for the award.
- e) Nomination form should be accompanied by
  - > Curriculum Vita of duties as an Honorary Justice (member award only)
  - > Historical background (branch award only)
- f) Nomination plus Submission should be no more than 7 pages in total including photographs
- g) Nominations (hardcopy or be email) are to be returned by 31<sup>st</sup> August 2017to:

QJA Awards Committee,  
PO Box 8419,  
Wooloongabba,Qld, 4102  
Email: [admin@qja.com.au](mailto:admin@qja.com.au)

- h) Nominations received will be considered in the year of nomination only
- i) Unsuccessful nominees are welcome to nominate again in future years
- j) The award to “Member of the Year” will be awarded once only.

### 5. Tips

In your submission identify key points such as:

- barriers encountered (member / branch / event)
- how the barriers were overcome (member / branch / event)
- the aim of the activity (event)
- results/outcomes achieved e.g. member growth/ new members

### 6. Selection

- a) Nominations will be assessed by the QJA Awards Committee.

- b) QJA Awards Committee decision/s will be final and no further correspondence will be entered into.
- c) The QJA Awards Committee may make enquires such as it deems necessary with respect to the achievements or contributions outlined in the nomination form and attachments.
- d) All enquires will be carried out in a strictly confidential manner.
- e) The Awards will be presented at an appropriate ceremony, such as the Queensland Justices Association State Conference or Dinner.

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