

How to Guide:
**HONORARY LIFE
MEMBERSHIP**

HOW TO GUIDE TO HONORARY LIFE MEMBERSHIP

This guide is based on the model P&C Constitution. Some parts of this guide contain recommendations – your P&C may choose to make changes based on individual circumstances.

See the “Membership” section of the Constitution for further information on Honorary Life Membership.

Life membership is an honour awarded to a P&C member in recognition of an extraordinary contribution to the Parents & Citizens’ Association. This award enables the P&C Association to publicly express appreciation, encourage long-term participation within the P&C, and acknowledge and define exemplary standards of service.

CRITERIA

Nominees can be current or past P&C members. The Constitution specifies **one mandatory criteria**:

- long and meritorious service to the P&C Association.

Individual P&Cs may establish additional criteria, such as:

- an outstanding contribution to the P&C Association and school community, well beyond that of a typically active member;
- positive attitude and conduct that reflects a dedication to the values of both the P&C Association and school;
- demonstrated commitment to the purpose of the P&C Association;
- an active member, or formally active member, of the P&C Association who served at least **XXX** years as a P&C Member;
- the member enhanced the reputation and future of the P&C Association.

NOMINATION PROCESS

Any member of the P&C Association may put forward a nomination to the P&C Executive Committee, in confidence. Nominations require a nominator and a seconder.

Recommended process:

- The P&C Association will invite nominations for Life Membership via the nomination form attached (Appendix A).
- Nominations will close **XXX** weeks before the AGM. All nominations are to be sent through to the P&C Executive Committee and Principal.
- The P&C Executive Committee and Principal will assess all nominations and only put forward those that meet the criteria for discussion at the AGM.
- The P&C Association will vote on the proposed nominations.

All nominations will remain confidential until Life Membership is confirmed.

Members are not able to self-nominate.

VOTING FOR HONORARY LIFE MEMBERSHIP

Voting will take place at the AGM.

The nominee/s must not:

- be present during discussions about the proposal, or voting on it, at a meeting of the Association;
- vote on the proposal.

Only current members of the P&C Association are eligible to vote*.

****Award of Honorary Life Membership is the second last item on an AGM agenda, before general business. Applications for P&C membership are received earlier in the agenda.***

The vote will be conducted by silent ballot/show of hands (*choose one*) and must gain the approval of a minimum of two-thirds of the membership present.

Proxy voting is not allowed. Members must be present to vote.

Where a two-thirds majority vote is not achieved, or the application fails to be endorsed by the P&C Executive Committee and Principal, the nominator will be notified in writing of the unsuccessful nomination.

All documentation related to the nomination and awarding of Honorary Life Membership will be filed and stored with the P&C's documents.

Your P&C may like to present the Honorary Life Membership award recipient with a certificate at a later date. A printable certificate is available in Appendix B on Page 5.

DOES A LIFE MEMBER REQUIRE A BLUE CARD?

If a Life Member attends P&C meetings and/or volunteers at P&C events, and they are no longer a parent of a child currently enrolled at the school, they will be required to hold a valid Blue Card (volunteer Blue Cards are free) prior to getting actively involved (this includes voting at meetings). For more information about [Blue Cards for P&Cs](#) please view the [Fact Sheet for P&C Associations](#).

APPENDIX A

XXXX School P&C Association

Nomination Form: Honorary Life Membership Award

Details of the person you are nominating

Name (please print): _____

Contact Details - Phone: _____ Email: _____

Length of P&C membership: _____ years

Positions held: _____

The nominee has met all criteria (*customise to suit your P&C*):

- Long and meritorious service to the P&C Association (mandatory)
- An outstanding contribution to the P&C Association and school community, well beyond that of a typically active member
- Positive attitude and conduct that reflects a dedication to the values of both the P&C Association and school.
- Demonstrated commitment to the purpose of the P&C Association.
- An active member, or formally active member, of the P&C Association who served at least XXXX years as a P&C Member.
- The member enhanced the reputation and future of the P&C Association.

Why are you nominating this person? Please briefly explain why the nominee should be considered for life membership by addressing the nomination criteria above. If there is insufficient space below, attach an additional page.

Nominator's Details

By signing below, you are declaring that the information provided in this form is true to the best of your knowledge and propose the nominee be considered for the XXXX School Parents and Citizens Association Honorary Life Membership Award.

Name (please print): _____

Contact Details - Phone: _____ Email: _____

Signature: _____ Date: _____

Secunder's Details

By signing below, you are declaring that the information provided in this form is true to the best of your knowledge and propose the nominee be considered for the XXXX School Parents and Citizens Association Honorary Life Membership Award.

Name (please print): _____

Contact Details – Phone _____ Email: _____

Signature: _____ Date: _____

Please email the nomination form to: XXXX

Alternatively, mail the nomination to: XX



INSERT YOUR
LOGO HERE

HONORARY LIFE MEMBERSHIP

Joe Bloggs

THIS CERTIFICATE IS PRESENTED IN ACKNOWLEDGEMENT AND APPRECIATION OF THE YEARS OF EXCEPTIONAL SERVICE YOU HAVE DEDICATED TO HELPING BUILD A STRONG, SUSTAINABLE & SUCCESSFUL P&C AND SCHOOL COMMUNITY TO GIVE EVERY CHILD, EVERY CHANCE IN EDUCATION AND IN LIFE.

AWARDED AT THE EXAMPLE STATE SCHOOL P&C ASSOCIATION'S AGM, 31ST MARCH 202X

*Example Citizen - President,
Example SS P&C Association
31 March 202x*