



IEEE AUSTRALIA COUNCIL

Outstanding Volunteer Award Guidelines

(May 2022)

Award categories

IEEE Outstanding Volunteer Awards are in four categories:

- Outstanding Volunteer Award
- Outstanding YP Volunteer Award
- Outstanding WIE Volunteer Award
- Outstanding Student Volunteer Award

Nomination Process

Each Australian Section/Subsection runs an annual Outstanding Volunteer Award program as per the four aforementioned categories. The winners of each category will be automatically eligible for the respective Australia Council Outstanding Volunteer Award in the following year and should be nominated by the respective Section/Subsection Chair to the Australia Council committee.

Each Section/Subsection can nominate candidates for all four categories. However, nomination is limited to only one volunteer for each category.

Each Section/Subsection should complete a nomination form as per Appendix I for each nominee.

Timelines

Each Section/Subsection is responsible for administering and running the Outstanding Volunteer Award annually before the end of year. A nomination form should be completed for the winner of each category and emailed to the Australia Council Chair not later than 1st of March of the following year.

Note: Sections/Subsections usually present the outstanding volunteer awards during the AGM toward the end of year. Section/Subsection chairs are encouraged to send the nominations to the Australia Council as soon as the winners are presented with their award.

The Australia Council Award and Recognition Committee (ACARC) will review the nominations and announce the winners for each category by 1st of May based on the provide information in the nomination form as per Appendix I.

The outcomes shall be published on IEEE Australia Council website and social media platforms.

The Award

The award is an IEEE Small Wall Plaque (5" x 7" Plaque, wood with brass plate) and will be engraved with winner's full name, award category title and a recognition statement. IEEE AC will manage the procurement, engraving and shipment of the plaque.



[IEEE Small Wall Plaque \(5" x 7" Plaque, wood with brass plate\)](#)

Award and Recognition Committee (ARC)

Australia Council Chair, Vice Chair and Secretary are members of the Australia Council Award and Recognition Committee (ACARC). The role of ACARC is to review the nominations received for each category, check the eligibility and select the winners of each category.

The ARARC only accepts nominations that are received before 1st March each year.

The ARARC can decide not to announce a winner for a category if the committee is not fully satisfied with the quality of the nominees' applications.

During special circumstances that ACARC cannot finalise the review process before 1st of May, all Section/Subsection representatives and nominees should be informed of the delay and updated date for announcing the outcome.

The ARARC shall review the nomination and award process annually. Any changes to the nomination process require approval from the AC committee.

Appendix I - Nomination Form

IEEE Australia Council Outstanding Volunteer Award Nomination Form	
Award Category	
Section/Subsection Name	
Section/Subsection Chair	
Nominee's Full Name	
Nominee's IEEE Membership Number	
Nominee's Membership Grade	
Indicate nominee's current and past IEEE responsibilities (maximum 500 words)	
Briefly describe the significant nature of nominee's achievement (maximum 500 words)	
Suggested Citation (e.g. <i>For Outstanding contribution to ...</i>)- maximum 20 words	