



CDAA Life Member Nomination

Life Membership is bestowed on a Professional or Fellow Member in recognition of their outstanding service and leadership to CDAA. It is not a category for which a member can apply; they must be nominated for consideration by another CDAA member. Life membership does not incur a membership fee.

A nomination for Life membership can be made by any approved, financial member, with a nomination form being available by emailing the CEO at ceo@cdaa.org.au

Life Member Number Limitations: There is no limitation on the number of current Life Members at any one time.

Criteria for selection

The nominee shall evidence and be recognised by current CDAA Life members as:

- A pro-active Professional and/or Fellow Member of the Association for a minimum of 10 years, and
- Given exceptional and prolonged service in a National Executive position of CDAA, actively implementing innovative ideas to strengthen the Association, and
- Consistently modelling the CDAA Code of Ethics and other Codes and Policies of the Association, and
- Proactively and strongly promoting the CDAA and the purpose and ideals of the Association both internally and externally.

Guideline requirements for evidence against each criterion

Criteria	Strength of Claim Guidelines for minimum requirements against each criterion
<ul style="list-style-type: none"> • <i>A pro-active Professional or Fellow Member of the Association for a minimum of 10 year, and</i> 	<p>Ten years Professional or Fellow Membership plus at least three of the following within that period:</p> <ul style="list-style-type: none"> ▪ Delivery of at least three CPD workshops, seminars, or webinars, or ▪ Presentation to at least one National or International career development conference, or ▪ Authorship of at least three articles or publications for journals, magazines, or websites, or, ▪ A minimum of two terms as a mentor in a formal practitioner mentoring program, or ▪ Engagement in a CDAA committee for at least two terms, or ▪ Attendance at a minimum of six Division or National AGM's.
<ul style="list-style-type: none"> • <i>Given exceptional and prolonged service in a National Executive position of CDAA, actively implementing innovative ideas to strengthen the Association, and</i> 	<p>At least the following:</p> <ul style="list-style-type: none"> ▪ Six years as a member of the National Executive and/or a Division Committee, and ▪ One Term as President or an Office Bearer of the National Executive or Chair of a significant Association Project Team, and ▪ Implementation of innovative ideas resulting in strengthening of the Association.

<ul style="list-style-type: none"> • <i>Consistently modelling the CDAA Code of Ethics and other Codes and Policies of the Association, and</i> 	<p>Evidence of at least three of the following:</p> <ul style="list-style-type: none"> ▪ Regularly and consistently being a role model to other members, or ▪ Regularly and consistently challenging members to reflect on attitude and practice, or ▪ Effecting positive change to update and modernise Association policies, procedures, or practices, or ▪ Modelling codes and policies of the Association in challenging circumstances, or ▪ Articles or publications of achievements or advancements in career development practice improvement, or ▪ Recipient of an academic, industry or CDAA award.
<ul style="list-style-type: none"> • <i>Proactively and strongly promoting the CDAA and the purpose and ideals of the Association both internally and externally.</i> 	<p>At least three of the following, with evidence provided of how these activities have promoted the purpose and ideals of CDAA:</p> <ul style="list-style-type: none"> ▪ One term as a President, Office Bearer, or Chair of a national or international career development board, committee, or project team (outside of CDAA), or ▪ Two years as a member of a national or international career development board, committee, or project team (outside of CDAA), or ▪ Representation or advocacy to governments, agencies, or other stakeholders on advancing career development on a regular basis, or ▪ Media advocacy on advancing career development on a regular basis, or ▪ Editor, author or significant contributor to multiple articles, publications, or websites on advancing the discipline, or ▪ Receipt of an academic, industry or CDAA merit award, or ▪ Profile as a thought or practice leader within the discipline, or ▪ Encouraging and supporting other CDAA members to promote the purpose and ideals of the Association.

Process for nomination, approval and (if required) appeal

Nomination of a Professional or Fellow for Life membership can be made by any approved, financial CDAA member, with nomination forms available from the CEO. Completed nominations are to be returned to the CEO.

A nominator may consider completing and submitting a nomination in collaboration with another member(s) if this results in a more complete picture or more detailed information about the nominee.

When a completed nomination for Life Membership is received, it will be reviewed initially by the CEO, who will then convene the Life Membership Panel.

The Life Membership Panel shall consider the nomination according to the prescribed criteria and make recommendation to the National Executive Committee (NEC). A minimum consensus of three-quarters of the members of the Life Membership Panel is required before a recommendation can be forwarded to the NEC.

If the recommendation is endorsed by the NEC, the National President will make a formal announcement with appropriate recognition for the new Life Member.

If the Life Membership Panel rejects an application for Life Membership, the Panel will state in writing to the nominator why the nominee does not meet the criteria. An appeal of the decision by the Life Panel may be made by the nominator and will be considered by an Appeal Panel. A decision to overturn the previous Life Membership Panel decision must be unanimous and communicated in writing with reasons, to all parties.

The decision of the Appeal Panel will be considered final.

Life Membership nominations

Activity	Responsibility	Process
Nomination for Life Membership	Any approved and financial member	Obtain the Life Member Nomination form from National Office by emailing: ceo@cdaa.org.au Complete the Life Member Nomination form clearly and ensure to provide all supporting information on the suitable nominee according to the criteria for Life Membership. Email the completed Life Membership Nomination form to: ceo@cdaa.org.au
Review	CEO	Life Membership nomination is received from any approved and financial member CEO acknowledges receipt of nomination via email to nominator. CEO considers the nomination according to the prescribed criteria. <ul style="list-style-type: none"> ▪ If the nomination is incomplete, e.g., insufficient information, the CEO will contact the nominator and ask for further information to be sent. ▪ If the nomination meets the criteria, the nomination is forwarded to the Life Membership Panel for consideration.
Panel	CEO	The CEO will form a Life Membership Panel, which will comprise of: <ul style="list-style-type: none"> ▪ National President (Chair), Immediate Past National President, Chair of the Membership Committee and two current Life members with current Association experience. ▪ The National Vice-President will be the alternate Chair should the nomination being considered pose any potential conflict of interest to any panel member. ▪ The CEO will act as the secretariat.

Assessment	Life Membership Panel	The Life Membership nomination will be assessed for endorsement. A minimum consensus of four Panel members is required.
Endorsement	National President (or Vice President)	<p>If the Life Membership nomination is endorsed, the nominee will be presented with Life Membership and:</p> <ul style="list-style-type: none"> ▪ Acknowledged in the National Newsletter by the National President (or Vice President). ▪ Presented with a signed Certificate from the Association. <p>If the nomination is rejected, the National President (or Vice President) will indicate, in writing to the nominator why the nominee does not meet the stipulated criteria and will also provide suggestions on how to address gaps.</p>
Appeal	Life Membership Appeal Panel	<p>An appeal of the decision may be made by the nominator.</p> <p>An Appeal Panel consisting of two NEC members and one current Life member with current Association experience, none of whom were involved in the original decision, will further consider the nomination.</p> <p>A decision to overturn the previous Life Membership Panel decision must be unanimous and communicated in writing with reasons, to all parties, including the Life Membership Panel who made the original decision</p> <p>The decision of the Appeal Panel will be considered final.</p>

CDAA Life Member Nomination

When completed, please email this nomination to the CDAA CEO at ceo@cdaa.org.au

Life Member nominated by:

Name:

Membership Type:

Contact Email:

Life Member nominee:

Name:

Membership Type:

Length of CDAA Membership:

Supporting statement for nominee against criteria for selection:

Please provide supporting commentary and evidence in relation to the outstanding service and leadership to CDAA of the nominee, against each of the criteria.

A pro-active Professional or Fellow Member of the Association for a minimum of 10 years.

Exceptional and prolonged service in a National Executive position of CDAA, actively implementing innovative ideas to strengthen the Association.

Consistently modelling the CDAA Code of Ethics and other Codes and Policies of the Association.

Proactively and strongly promoting the CDAA and the purpose & ideals of the Association both internally and externally.