

DISTRICT SUPPORT SERVICES

MANUAL OF MEMBERSHIP ADMINISTRATION

AWARDS PROCESS REFRESHER

Types of Awards

Life Membership

1. Member must have 15 years continuous membership.
2. Member must have given 10 years outstanding service to the League.
3. Positions held within the League must be recorded in the MMS (Membership Management System).

Meritorious Service Medal

1. Member must have 30 years continuous membership.
2. Member must have been awarded Life Membership.
3. Member must have given 25 years outstanding service to the League.
4. Positions held within the League must be recorded in the MMS.

Long Service Award

1. 50 Year and 75 Year Long Service Awards to be approved by National Board.
2. 30 Year and 60 Year Long Service Awards completed by State Membership team.
3. Member must have cumulative membership for the applicable required years of service.

Citizen's or Women's Auxiliary – Life Membership

1. Member must have 10 years continuous membership of the Auxiliary.
2. Member must have given 7 years outstanding service to the Auxiliary.
3. Positions held within the Auxiliary must be recorded in the MMS.

National Certificate of Merit

1. The highest award that may be made by the League to a person who is not a member of any class of membership, is a Certificate of Merit and Gold Badge.
2. Such an award shall not be made to a person who is eligible to apply to become a member of any class of membership of the League. This clause shall not apply to a person who is a member of an Auxiliary.
3. Such an award shall only be made to a person if, in the opinion of a National Congress or the National Executive, such person has rendered outstanding service to the League, ex-service personnel or their dependants.
4. The procedure to be followed by State Branches and Sub-Branches in making nominations for awards of Certificates of Merit and Gold Badge shall be determined by the National Congress Executive.
5. The maximum number of such awards that may be made in any financial year shall be determined by the National Congress.

As this is the highest award a **member** of an RSL Auxiliary may receive from the League, it is obvious that the person who has been nominated would already have received the 'Life Membership and Gold Badge – Auxiliary'.

The award would be made to a person who has continued to render outstanding service well beyond those years which were **'qualifying years'** for the Life Membership award. There is no written period of eligibility but taking the RSL 'LM/GB' and 'MSM' as a comparative example, LMGB has a qualifying period of **15 years continuous membership** during which the member must have rendered **outstanding honorary services for a minimum of ten years**. The MSM requires **30 years continuous and 25 years outstanding service**.

The Life Membership for the Auxiliary is **10 years** continuous membership and **7 years outstanding service**. Therefore, it could be expected that a further 7 years of outstanding service could be a requisite for the National Certificate of Merit.

Citizen's or Women's Auxiliary – Long Service Award

1. Member must have 30 years cumulative membership.

Certificate of Appreciation

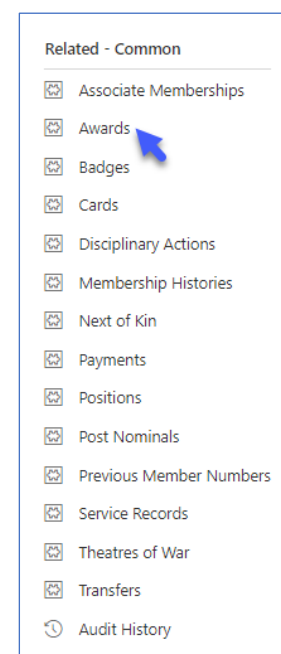
1. Available for non-members of the League who have rendered outstanding service or assistance to the League.

Nominate Member for Award

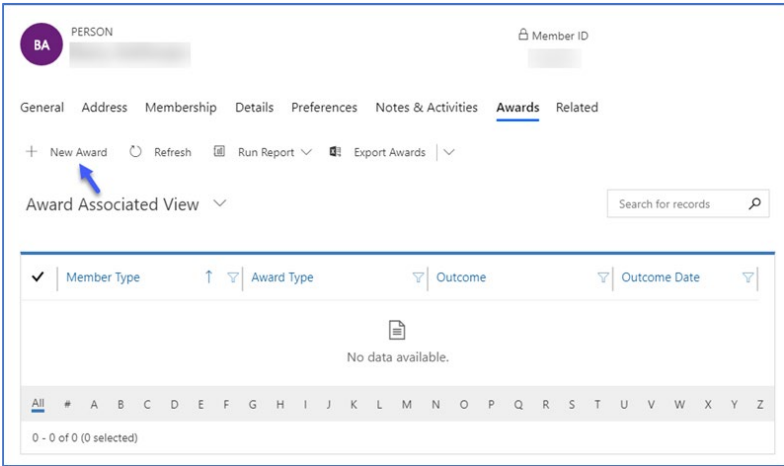
Sub-Branch Process

30 Year and 60 Year Long Service Awards completed by State Membership team. 50 Year and 75 Year Long Service Awards to be approved by National Board.

1. Complete the applicable Award Nomination Form if applicable. These are available electronically under forms and documents in MMS.
2. Gather the supporting documentation.
3. Enter the award into MMS using the following steps.
4. View a list of Members in MMS.
5. Click on Related link in the Navigation Pane and then **Awards**.



6. Click **New Award** to bring up the Award Nomination Form.



PERSON [Redacted] Member ID [Redacted]

General Address Membership Details Preferences Notes & Activities **Awards** Related

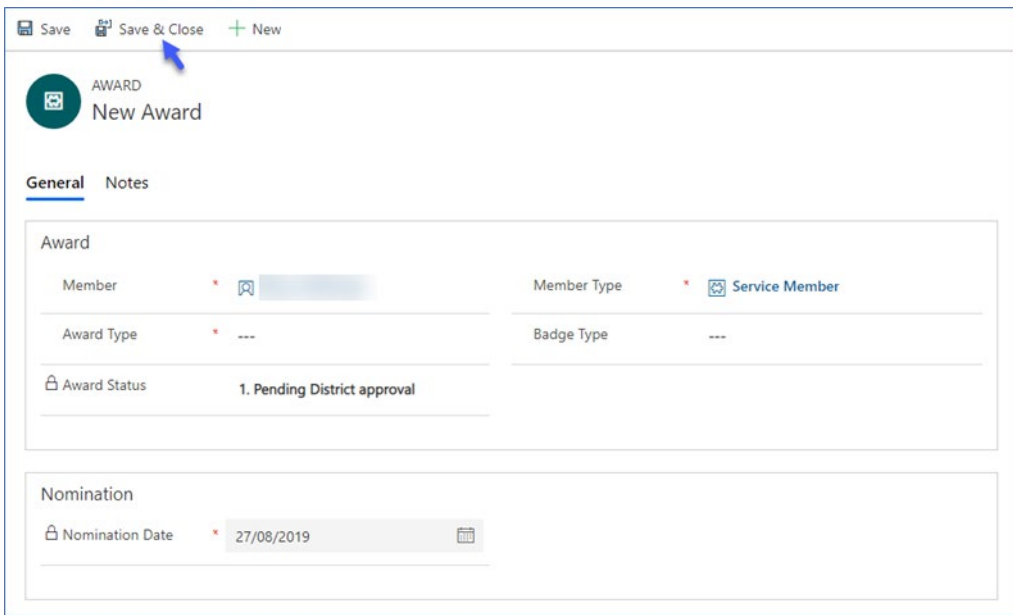
+ New Award Refresh Run Report Export Awards

Award Associated View Search for records

Member Type	Award Type	Outcome	Outcome Date
No data available.			

0 - 0 of 0 (0 selected)

7. Fill in all the details and then click **Save & Close**.



Save Save & Close + New

AWARD
New Award

General Notes

Award

Member * [Redacted] Member Type * Service Member

Award Type * --- Badge Type ---

Award Status 1. Pending District approval

Nomination

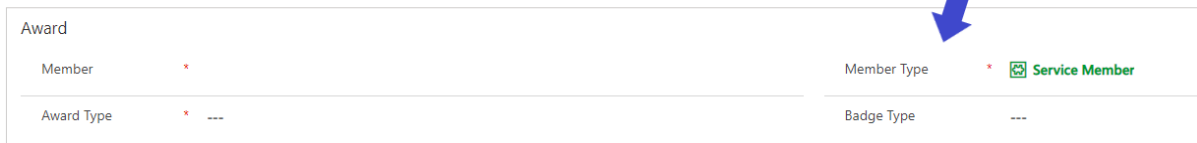
Nomination Date * 27/08/2019



When entering an Auxiliary Award, ensure you have changed the member type from **Service Member** to **Auxiliary Member**.

New Award

General Notes



Award

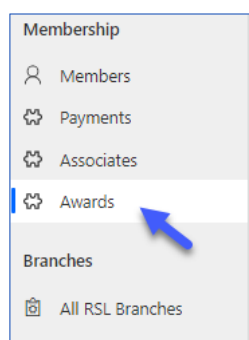
Member * [Redacted] Member Type * Service Member

Award Type * --- Badge Type ---

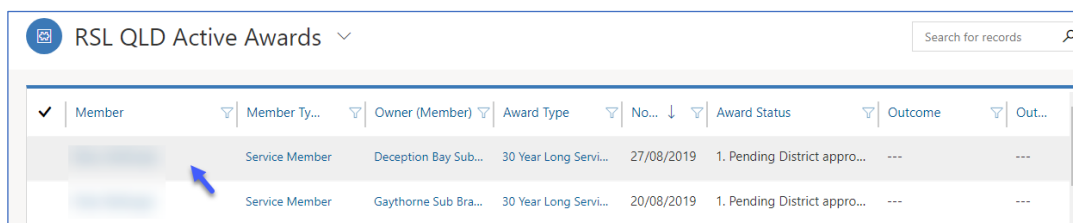
Update an Award Nomination

Updating of an Award's Status can only be performed by the District or State Branch.

1. Click on Awards in the Navigation Pane.



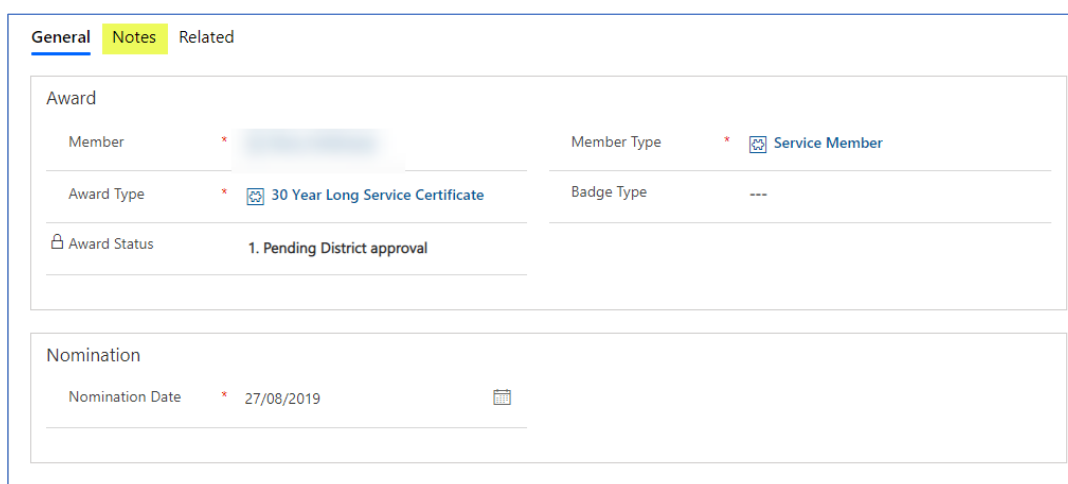
2. Double click an **Award Nomination** to open the Award.


 A screenshot of a table titled 'RSL QLD Active Awards'. It has a search bar and a table with columns: Member, Member Ty..., Owner (Member), Award Type, No..., Award Status, Outcome, and Out... The first row is highlighted with a blue arrow.

Member	Member Ty...	Owner (Member)	Award Type	No...	Award Status	Outcome	Out...
[Redacted]	Service Member	Deception Bay Sub...	30 Year Long Servi...	27/08/2019	1. Pending District appro...	---	---
[Redacted]	Service Member	Gaythorne Sub Bra...	30 Year Long Servi...	20/08/2019	1. Pending District appro...	---	---

3. Update the details of the **Award**.

You can add notes and attachments to the notes section and change the Award Status.


 A screenshot of a form titled 'Award' with tabs for 'General', 'Notes', and 'Related'. The 'General' tab is active. It contains fields for Member, Member Type (Service Member), Award Type (30 Year Long Service Certificate), Badge Type, Award Status (1. Pending District approval), and Nomination Date (27/08/2019).

Award	
Member *	[Redacted]
Member Type *	Service Member
Award Type *	30 Year Long Service Certificate
Badge Type	---
Award Status	1. Pending District approval

Nomination	
Nomination Date *	27/08/2019

District Branch Process

This process occurs for **all** awards.

1. Motion put to District Board meeting for recommendation.
2. District President endorses application.
3. Enter District decision to MMS including scanned copy of updated application form using the above **Update an Award Nomination** process.

State Branch Process

This **process** begins once an award has been progressed by District Secretary to “pending GCA (Governance, Constitution and Awards Committee) recommendation”.

1. 2 weeks before next GCA meeting (dates given by Board PA) extract a list of awards pending GCA recommendation from MMS.
2. Put all info into a spreadsheet including years service and add copies of all supporting documentations (should be in notes and activities on member’s record) if there are no supporting documentation for LM (Life Membership) or Meritorious awards notify the DS (District Secretary) and let them know the GCA committee will reject the award.
3. Send spreadsheet and supporting documents to Board PA.
4. After the GCA meeting contact the Committee chair and confirm if all the awards have been recommended if so, progress them on MMS if not reject them and just notify the DS. The GCA committee will send a formal letter of rejection to the Sub Branch.
5. Export a spreadsheet of awards pending State Board approval and send it to the Company Secretary who will add it to the agenda of the next Board meeting.
6. The Company Secretary will send Memberships team a letter with approved awards that has to be emailed to National for final approval.
7. Follow up with National after their Board meeting for final processing of awards.

State Branch Membership - Final Processing

Life Membership – League and Auxiliary

1. Arrange for engraving of badge.
2. Memberships prepare Certificate.
3. Reception/admin attach the company seal.
4. Memberships package up the Certificate, badge (and include a gilt badge) and post to District Branch by Registered mail and insured.

Meritorious Service Medal - League

1. Meritorious Service medal set provided and sent by National Branch.
2. Memberships prepare Certificate.
3. Reception/admin attach the company seal.
4. Memberships package up Certificate, Medal Set and post to District Branch by Registered mail.

Long Service Award – League and Auxiliary

30 Year and 60 Year Long Service Awards completed by State Membership team. 50 Year and 75 Year Long Service Awards to be approved by National Board.

1. Memberships prepare Certificate.
2. Reception/admin attach the company seal.
3. Memberships package up Certificate and post to District Branch.

National Certificate of Merit and badge – Non-Members and Auxiliaries

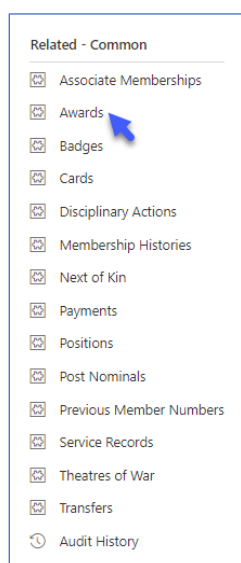
1. Badge provided and posted by National Branch.
2. Memberships prepare Certificate.
3. Reception/admin attach the company seal.
4. Memberships package up Certificate, badge and post to District.

Certificate of Appreciation

1. Memberships prepare Certificate.
2. Reception/admin attach the company seal.
3. Memberships package up Certificate and post to District Branch.

View a Member's Awards

1. Open the member's record.
2. Click **Awards** in the left Navigation Pane.



3. This shows you a list of all the **Awards** that member has been granted.

Award Associated View ▼ Search for records 🔍

✓	Member Type	↑	Award Type	Outcome	Outcome Date
	Service Member		30 Year Long Service Certificate	---	---

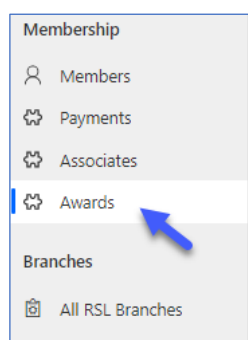
All # A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

1 - 1 of 1 (0 selected)

View all Award Nominations for your Sub-Branch

You can view a list of all of the Award **nominations** for members of your Sub-Branch.

1. Click **Awards** in the left Navigation Pane.



2. This list shows the current status of all Award nominations for your members.

RSL QLD Active Awards ▼ Search for records 🔍

✓	Member	Member Ty...	Owner (Member)	Award Type	No... ↓	Award Status	Outcome	Out...
		Service Member	Deception Bay Sub...	30 Year Long Servi...	27/08/2019	1. Pending District appro...	---	---
		Service Member	Gaythorne Sub Bra...	30 Year Long Servi...	20/08/2019	1. Pending District appro...	---	---