



2009 GUIDELINES

Outstanding Professional Service Award

Preamble

In recognition of the voluntary work undertaken by association committees the Professional Teachers' Council NSW introduced, in 2002, an annual award to be known as the "Outstanding Professional Service Award".

This award will be made by PTC NSW on behalf of professional associations in recognition of the voluntary work undertaken by committee members of professional teachers' associations. Recipients of the award for 2009 will be announced on World Teachers Day, Friday 30 October. The award is to be presented by the NSW Minister for Education and Training on Tuesday 15 December 2009 at the PTC NSW Annual Presentation Evening, held in the PTC NSW Conference Centre, 101-105 Norton St, Leichhardt.

The award recognises *individual committee member's* outstanding professional contribution to education in NSW *made through a professional teachers' association*.

Guidelines

1. Each year provision is made for nominations to be received from member associations for consideration by the PTC NSW Awards committee.

2. To be eligible for consideration the individual nominated should:

- be a financial or life member of the nominating association
- be serving or have served as an elected or co-opted committee member *during the current calendar year*
- have made an outstanding contribution to the association's support of teachers and education in NSW *over an extended period of time* as:
 - Newsletter or Journal editor
 - Representative on committee/s
 - Professional Development coordinator
 - Award or accreditation coordinator
 - Website/ICT coordinator

and/or

- have made an outstanding contribution to the association over an extended period of time through:
 - Management of the association
 - Financial management of the association
 - Management of association committees
 - Their contribution to the association's:
 - * Journals/Newsletters
 - * Publications
 - * Teaching Resources

3. **To be eligible for consideration by the Awards Committee nominations must be:**

- submitted on the official nomination form, additional forms available on the PPTC NSW web site www.ptc.nsw.edu.au
- in recognition of an individual
- signed by the association's current President as nominator and another current Office Bearer as seconder. In the case of the nominee being the current President, or in the absence of the President, be signed by two current Office Bearers of the association as nominator and seconder.
- accompanied by a *citation* of a minimum 100 to a maximum of 175 words describing the reason/s for the award. The *citation* to be provided in electronic copy in the format outlined under *Lodgment Steps*. (*Example of a citation provided*)
- accompanied by other background information in dot point format as 'briefing notes' to support the *citation*, in electronic copy
- received by the closing date indicated for that year.

4. Number of individual nominations per association for 2009

- Associations having a membership of fewer than 300 financial members may nominate **one person** only
- Associations having a membership of 300 - 999 financial members may nominate up to **two persons**
- Associations having a membership of 1000 or more financial members may nominate up to **three persons**

(These numbers should agree with the capitation numbers and payment made to PTC NSW for that year).

5. Incomplete nominations, those without supporting *citation* (minimum 100 to maximum 175 words) and briefing notes, in non-standard format or those received/sent after the dates and times indicated under the heading below *Lodgment Steps* will not be considered by the PTC NSW Awards Committee. Joint nomination of two people for one award will not be considered.

6. Previous recipients of an Outstanding Professional Service Award **are not eligible to be nominated again.**

7. Unsuccessful nominations for an Outstanding Professional Service Award from previous years are eligible for nomination to the current award.

8. The decision of the awards committee will be final. No correspondence will be entered into.

Closing date – Close of business (5.00 pm) on Friday, 16 October 2009.

(Refer *Lodgment Steps* below)

1. Lodgment steps

- (i) Prepare a hard copy of the application form for each person nominated for an award.
- (ii) Lodge the completed application form at the PTC NSW Office. This can be done in the following ways:

- a. **By post to be received at the PTC NSW Office by close of business (5.00 pm) Friday, 16 October 2009.**
An electronic version of the *citation* and supporting *briefing notes* as Microsoft Word documents, as an email attachment (must have signatures of both the nominator and seconder) **is also to be lodged by the same date and time.** A file in the same format (including signatures) on CD-ROM lodged at the PTC NSW Office **the same date and time** will also be accepted.
- b. **By fax to be received at the PTC NSW Office to be lodged at the PTC NSW Office by close of business (5.00 pm) on Friday, 16 October 2009.**
An electronic version of the *citation* and supporting *briefing notes* as Microsoft Word documents, as an email attachment (must have signatures of both the nominator and seconder) **is also to be lodged by the same date and time.** A file in the same format (including signatures) on CD-ROM lodged at the PTC NSW Office **by the same date and time** will also be accepted.
- c. **By email with the electronic version of the *citation* and supporting *briefing notes*** as Microsoft Word documents, as an email attachment (must have signatures of both the nominator and seconder) **lodged at the PTC NSW Office by close of business (5.00 pm) on Friday, 16 October 2009.**
- d. **By CD-ROM in the same format as above** (including signatures) **lodged at the PTC NSW Office by close of business (5.00 pm) on Friday, 16 October 2009.**

2. Acknowledgement of Receipt

The PTC NSW Office will acknowledge the receipt of each application within one week of its receipt. If receipt of your application has not been acknowledged within this timeframe please contact the PTC NSW Office.

3. Successful Nominees

Nominees will be notified by email by Thursday 29 October 2009 of the PTC NSW Awards Committee's decision regarding the success or otherwise of their nomination.

4. Adherence to *Guidelines*

Strict adherence to the *Guidelines* will be applied. Late or incomplete nominations will not be considered by the PTC NSW Awards Committee.

5. Future Opportunities

The PTC NSW makes Outstanding Service Awards annually. Associations however should not feel obliged to nominate a person(s) each year.