



## Recognition of HCA Members

The Association recognises that many members work voluntarily and tirelessly for the organisation. There are a number of avenues available to reward individuals that are deemed worthy

### 1. **Wilma Wilkie Outstanding Service Award**

Wilma Wilkie placed great emphasis on providing outstanding service to our customers and her legacy lives on in the annual HCA Outstanding Service Award." The Award is presented to an outstanding professional who is a Full, Life or Honorary Member of the Association. The individual must have given many years of service to healthcare catering.

#### Roles & Responsibilities –

- National Secretary - The Annual Award brochure is released approximately October with entries submitted by early February.
- Branches – complete entry form and submit entry
- Executive Committee - Finalists reviewed to short-list to 3 finalists,
- Judging panel - consists of National Chairman, President and Vice-President.

The award is presented at the Presidents Gala Award Dinner held at the National Leadership & Development Forum

### 2. **Life Membership**

Rule 6a states '*Full members of the Association, who on the grounds of age or ill health retire from active participation in the provision of goods and/or services to the Healthcare Sector, shall at the termination of the subscription year, current at the date of such retirement, on application to the Honorary National Treasurer of the Association and on payment of a fee equivalent to the highest level of subscription then current, be entitled to become Life Members of the Association. Such members (referred to as Life Members) shall be entitled to all the rights and privileges of Full Membership.*'

#### Roles & Responsibilities –

- Branches can recognise individuals by deciding to put forward a member as Life Member. On Branch approval
  - Pays one further subscription
  - The Council Board Representative advises at the next Council Board
  - Branch Treasurer – updates membership database with Lansdowne

### 3. **Honorary Membership**

Rule 7 states '*In addition to persons qualified to become Full Members, Associate Members, Life Members or Life Associate Members, within the immediately foregoing rule of the Association, at the General Meeting and on the recommendation of Council, a person may be elected to Honorary Membership of the Association any person who in the opinion of the Association as expressed by resolution of the general meeting, has materially contributed to the achievement of the aims and objectives of the Association.*'

The post of Honorary member should be seen as an exclusive title for members who have shown exceptional service to the Association in undertaking a post or work for the Association. However in the interest of clarity, these are the kind of points (below) a branch should consider when looking at a candidate for Honorary Membership.

<b>Section 1</b>	<b><i>Require to answer 2 points</i></b>
Have they held a National Officer's Post?	
Have they sat on previously General Purpose Committee?	
Have they sat on Executive Committee?	

<b>Section 2</b>	<b><i>Require to answer 3 points</i></b>
Have they sat on, and actively participated in the Council of the HCA?	
Have they been Conference/Forum Secretary or Conference/Forum Treasurer?	
Have they led or sat on a working group of the HCA?	
Have they sat on a Joint Working Group?	
Have undertaken a significant work load for the Association at national level?	

Roles & Responsibilities –

- Branches - consider points above and once meet criteria, write to Honorary National Secretary, advising how person meets the various points, and to nominate a full or life member for consideration by Council for Honorary Membership.
- National Secretary - February council board meeting where their request for such Honorary Membership has been added to the agenda
- Branch council representative or deputy to council with a report outlining why, in the opinion of the branch, this person should be considered for Honorary Membership.
- Council Board – consider nomination and on approval put forward to Annual General Meeting
- Annual General Meeting – receive Council Board nomination
- National Secretary - updates membership database with Lansdowne

Approved National Council 11<sup>th</sup> July 2017