



GUIDELINES FOR FELLOWSHIP NOMINATIONS

1 Eligibility for nomination

- 1.1 A nominee must be a member of HEIA Inc. (listed on the HEIA Inc. database as being a financial member);

2 Nomination

- 2.1 Nomination of a Fellow may be made by any three members of an HEIA Divisional Committee of Management or any group of at least 6 members of HEIA Inc.
- 2.2 The official Fellowship Nomination Form must be used.
- 2.3 Nominations are confidential to the Executive Member and the Fellowship Task Group. The decisions of the Fellowship Task Group are final. Nomination Forms should be placed in a separate envelope inside the mailing envelope and mailed to the National Secretary, clearly addressed for the attention of the Executive Member and marked **CONFIDENTIAL**.
- 2.4 Nominations are to be supported by evidence to substantiate the claims being made on behalf of the nominee. Information provided about the nominee should be specific rather than general.
- 2.5 Nominations received after the closing date of 30th June biennially and preceding the HEIA Biennial Conference will not be considered unless there are extenuating circumstances. The decision to accept a late application will be made by the Chair of the Fellowship Task Group after conferring with the Task Group.

3 Timing

- 3.1 Fellowships are awarded biennially, typically as part of the national biennial conference activities.

4 Selection

- 4.1 The Fellowship Task Group will judge each nomination on the extent to which the nominee's contribution to the profession is of outstanding value.
- 4.2 Only evidence provided in the nomination is to be considered. Anecdotal or researched evidence, or personal knowledge provided by members of the Fellowship Task Group will not be considered.
- 4.3 Selection Criterion:
Successful nominees will have made an outstanding contribution, at a National and/or Divisional level, to the profession and/or to HEIA Inc., such that their contribution has impacted positively on the way the profession (at large) thinks, acts and/or is perceived. This could be, for example, through:
 - professional initiatives related to government, community, education and/or industry; and /or
 - contributing to the home economics body of knowledge through research; and/or
 - published writing.



Home Economics Institute of Australia Inc.

FELLOWSHIP NOMINATION FORM

- **Strictly confidential**
- **Please seal in a separate envelope inside the mailing envelope for the attention of the Executive Member before mailing to the Secretary, HEIA Inc., PO Box 779, Jamison Centre, Macquarie, ACT, 2614. Mark the envelope CONFIDENTIAL.**

Please read the accompanying Guidelines before completing this nomination form. When completed, the form should be forwarded in strict confidence to the above address.

1. Personal details of nominee (Please print clearly)

Title: _____ First name: _____ Family name: _____

Home address: _____

Suburb or town: _____ State/Territory: _____ Postcode _____

Tel (Home): _____ Tel (Work): _____

Fax (Home): _____ Fax (Work): _____

2. Qualifications and experience

Qualifications (include award, institute and year awarded)

Work History:

3. Contribution to home economics

Indicate ways in which the nominee has made an outstanding contribution to the home economics profession and/or HEIA Inc., according to the criterion set out in the Guidelines provided. Include this information as a separate attachment.

Note: Information provided must be sufficient for members of the Fellowship Task Group to make selection without knowledge of the nominee. The information provided should be comprehensive, clear and concise. Whilst in-depth information is required, this section should occupy no more than 3 pages.

Nominated by:

Name

Address

(Please print in full)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

NB: Signatures of 6 individual members of HEIA Inc. or 3 members of an HEIA Divisional Committee of Management are required.

Signatures of nominators

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Name of person submitting the nomination form and who can be contacted in case of queries:

Telephone: _____

Date of application: _____

Return the nomination form plus five (5) copies to:

Secretary, HEIA Council

HEIA Inc.

PO Box 779

Jamison Centre, Macquarie ACT 2614

For internal use only:

Date received by Executive Member: _____

Signature: _____