



AWARD NOMINATION FORM

There are two categories of Awards

Award 1:

SBMAQ Life Membership - Awarded each AGM

Business Services Manager or other persons who have rendered meritorious service to the Association may be considered for election to Life Membership of the Association

Life membership shall be conferred by a two-thirds majority of those present at a general meeting.

Award 2:

SBMAQ Significant Achievement Award - Awarded each bi-annual year at the State Conference. For a non-conference year, the Awards will be presented as decided by the Management Committee.

Criteria:

- Significant contribution to the position of Business Services Manager
- Significant contribution to the work of the School Business Managers' Association over an extended period of time and in recent years.
- Demonstrated strong and effective professional leadership within the context of our positions in Education Queensland.

Nominations are to be returned via fax, mail or email to the SBMAQ Secretary or President by the **30 June each year**.

SBMAQ Selection Process:

1. A selection panel consisting of members from SBMAQ Executive + Branch President of each nomination will be established.
2. The nominators may be contacted by a panel member to discuss their nomination.
3. Each nomination will be evaluated and rated against a set of criteria.
4. Successful nominees will be invited to attend the SBMAQ AGM or Conference Awards Dinner.

Selection Criteria:

- SBMAQ membership confirmed (past/current)
- Significant level of contribution to SBMAQ/BSM Position
- Impact on profession, colleagues, and or leadership
- Achievement of outcomes
- Quality of achievement

- NOMINATION SUCCESSFUL
- NOMINATION UNSUCCESSFUL

PRESIDENT: _____ DATE: _____

Lead and Develop



AWARD: _____

Nominations close 30 June each year.

NOMINEE _____
SCHOOL/POSITION _____
CONTACT NO: _____
SBMAQ MEMBER YES _____ NO _____

Evidence to support nomination:

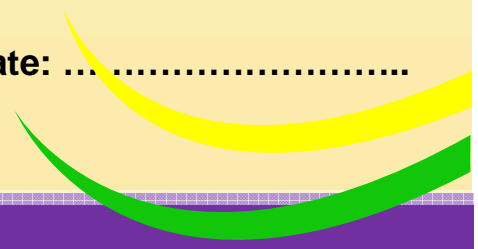
Please provide specific details via attachments (500 word limit). You may be contacted by SBMAQ Selection Panel to discuss your nomination.

1st Nominator:

Name:
Telephone
School:.....
SBMAQ Member: Yes No
Signature: Date:

2nd Nominator:

Name:
Telephone
School:.....
SBMAQ Member: Yes No
Signature: Date:



Awards Nomination Form