**GUIDELINES FOR NOMINATION FOR THE**

MERITORIOUS SERVICE AWARD

The Meritorious Service Award was established by the AVA in 1978 to recognise two types of service to the Association. Firstly, the Award may be made to members who have rendered meritorious service to the Association, regional Divisions, Branches or Special Interest Groups; secondly to persons who are not eligible for membership of the Association but who have clearly provided meritorious service to those bodies.

**Explanatory notes**

This award is given to those who have contributed to the Association, particularly, but not exclusively at the Division or Branch level or on Special Interest Groups and to long term valued employees of the Association or to non-members in recognition of their work for the Association.

Current employees of the AVA are not eligible for this award.

This service is at a lesser level or for a shorter period than that required for the award of a Fellowship.

Divisional or Special Interest Group Committees are responsible for selecting members for nomination for Meritorious Service Awards. Care should be taken to ensure that nominations are carefully considered and that the official nomination form is used for this purpose.

Selection is by the National Awards Committee for ratification at a meeting of the AVA Board. The National Awards Committee is responsible for ensuring that nominations are of an exceptional standard as too many awards given in this category downgrade the value.

Secrecy shall be maintained in relation to nominees.

The MSA cannot be received more than once by any one person. If the nominee is a member and has notable further achievements a case is to be put forward for them to be considered for a higher award, i.e. a Fellow

## The Award consists of:

* Certificate
* Complimentary AVA Conference registration on the day of the award presentation

### Nominees will be judged on:

* Duration of service to the AVA
* Quality of service to the AVA