

IEEE Australia Council Volunteer Awards Guidelines

Introduction

The IEEE Australia Council (AC) serves as the coordinating body for all IEEE Sections within Australia, fostering collaboration, knowledge sharing, and regional growth across the country. It plays a key role in supporting the technical and professional activities of IEEE members and Organisational Units (OU) in the region.

As part of its continued commitment to recognising excellence and encouraging impactful contributions, the Australia Council is in the process of establishing its own awards scheme. If confirmed, this will mark the first time the Council is formally launching a structured awards program to acknowledge outstanding achievements within the Australian IEEE community.

Objectives

IEEE Australia Council is establishing these volunteer awards with the aim to:

- Recognise and celebrate the outstanding contributions of IEEE volunteers across Australia.
- Encourage continued engagement and leadership within the IEEE community.
- Promote a culture of service and excellence among members at all career stages and within all Organisational Units (OUs).
- Showcase impactful initiatives and events that advance IEEE's mission and benefit the broader community.
- Foster diversity and inclusion by acknowledging contributions from across various affinity groups and membership grades.

These awards reinforce the value of volunteering and highlight the vital role that dedicated volunteers and OUs play in advancing IEEE's mission and vision.

Award Categories

IEEE Australia Council (AC) Volunteer Awards will be instituted for the following categories:

- Outstanding Volunteer Award
- Outstanding Young Professional (YP) Volunteer Award
- Outstanding Women In Engineering (WIE) Volunteer Award
- Outstanding Student Volunteer Award
- Outstanding Life Member (LM) Award

Two additional non-individual awards will also be instituted:

- Outstanding OU (Organisational Unit) Award
- Outstanding Event/Initiative Award

IEEE Australia Council Student Branch Awards will continue as is at the moment and will be called for nominations at a different time.

Nomination Process

Nominations for individual awards are open to all IEEE members of the IEEE Australia Council. Self-nominations are encouraged.

Nominations for the non-individual awards can only be submitted by Organisational Unit (OU) Officers i.e. Student Branch, Technical Society Chapter, Affinity Group or Section Officers.

The call for nominations will be circulated via an Australia Council-wide eNotice and further shared by each Section Chair directly with their respective members.

Award Guidelines

- IEEE Australia Council Chair, Vice Chair, Treasurer and Secretary cannot be nominated for any of the individual volunteer awards, for the year they serve in their respective positions.
- IEEE Australia Council Young Professionals representative cannot be nominated for the Outstanding Young Professionals (YP) Volunteer Award, for the year he/she served in their respective position.
- The IEEE Australia Council Women in Engineering representative cannot be nominated for the Outstanding Women In Engineering (WIE) Volunteer Award, for the year he/she served in their respective position.
- The IEEE Australia Council Life Member (LM) representative cannot be nominated for the Outstanding Life Member (LM) Volunteer Award, for the year he/she served in their respective position.
- A Section Chair cannot be nominated for the Outstanding Volunteer Award for the year he/she served as the Chair of their Section.
- Only Student Members and Graduate Student Members are eligible to be nominated for the Outstanding Student Volunteer Award.
- Only members of a Graduate Student Member grade or higher are able to be nominated for the Outstanding Volunteer Award, Outstanding Young Professional Volunteer Award and Outstanding Women In Engineering (WIE) Volunteer Award.
- Only Life Members, Life Senior Members and Life Fellows are eligible to be nominated for the Outstanding Life Member Volunteer Award.
- Self nominations from volunteers are encouraged.
- The nominated individual must have been a member of an IEEE Organisational Unit in Australia for at least 3 years at the time of nomination, with an active IEEE Membership for the duration.
- The nominated individual must have been located in the geographic boundaries of Australia, for the period for which they have been nominated.
- A member cannot apply for the same award that they have won within the previous 3 years.
- The volunteering history of the individual might be cross-checked with the relevant IEEE OU. Nominators are asked to only provide information that is true and verified.
- An individual can be nominated for multiple awards. However, each nomination would require a separate submission.
- IEEE Member Number of the nominee is required to confirm their IEEE membership. Nominations without this information will not be taken into consideration.

Awards and Recognitions Committee

The immediate Past Chair of IEEE Australia Council (*or one of the Past AC Chairs approved by the AC Committee in case the immediate Past Chair is not available*) will serve as the Chair of the Australia Council Awards and Recognitions Committee (ACARC). ACARC will be composed of a minimum of three IEEE members from Australian Sections, including the Chair. Its establishment is subject to endorsement by the AC Executive Committee.

The members of ACARC are not eligible to apply for any of the individual awards for the year they serve on the ACARC.

The role of ACARC is to send out the call for nominations, review the nominations received for each category, check the eligibility and select the winners of each category.

The decision(s) of the ACARC will be final and cannot be challenged.

The ACARC shall review the nomination and award process annually. Any changes to the nomination process require approval from the AC committee.

Judging Criteria

- Individual awards will be conferred considering the overall contributions of the individual to their respective community in Australia (for example, for YP Award contributions to the YP community will be primarily considered; for WiE Award contributions to the WiE community will be primarily considered, etc.)
- Overall contributions to IEEE in Australia will also be considered.
- For the Outstanding OU (Organisational Unit) Award, the award winner will be selected based on a number of criteria, including but not limited to, the number of events reported in vTools, average event attendance, event inclusion in eNotices, external outreach, officer reporting on vTools, etc.
- For the Best Event/Initiative Award, the event/initiative has to be reported in vTools for consideration. The event has to have been conducted in the previous calendar year to when the results will be announced.
- In the event that the Awards Committee determines a lack of sufficiently meritorious nominations for a specific category, the committee reserves the right to withhold the award for that category in order to maintain the integrity and prestige of the recognition process.

The Award Instrument

The award is a framed certificate with the winner's full name, award category title and a recognition statement. The certificate will be signed by the Australia Council Awards and Recognitions Committee (ACARC) Chair and AC Chair. IEEE Australia Council will manage the procurement, design and shipment of the certificate.

Application Process

A nominee or nominator has to complete the online form approved by the Australia Council.