



ABN 41 009 666 559

# QUEENSLAND JUSTICES ASSOCIATION

ESTABLISHED 1918

Our vision is to be *Excellence in JP Services*  
Our mission is the *provision of exceptional services and serving the community*

## Awards Guidelines

Branch Award	Individual Award
Branch of the Year	Individual Member of the year
Community Engagement Award	Emerging Leader of the Year

### 1. Purpose

- a) The purpose of awarding these QJA Awards is primarily to recognise Members, Branches and QJA Engagement Activities that have made or continue to make ambassadorial contributions to the advancement of the Queensland Justices Association.
- b) Awards will be made annually from nominations received.
- c) Posthumous awards will not be accepted or granted.
- d) The award presents an opportunity to recognise notable achievements of Branches, Individuals and QJA Engagement Activities and to highlight in the public areas the role of the Queensland Justices Association and it's members and role in the community.
- e) To further enhance the ideals and growth of the Queensland Justices Association (QJA)
- f) To support the QJA Vision and Mission Statements

### 2. Criteria

The nominee/s for the awards should meet the following criteria:

	Must be
<b><i>GENERAL CONDITIONS for nomination</i></b>	<ul style="list-style-type: none"><li>▪ A current financial member of QJA</li><li>▪ An official QJA Branch or Contact Group</li><li>▪ A QJA Community Engagement Activity</li></ul>
<b><i>QJA MEMBER of the Year</i></b>	<ul style="list-style-type: none"><li>▪ be nominated and seconded by current financial QJA members</li><li>▪ have the consent of the nominated member for nomination and</li><li>▪ the member will accept the award</li></ul>

	<ul style="list-style-type: none"> <li>▪ should they be successful</li> <li>▪ submit a profile of the nominated member</li> <li>▪ answer all points set out in the “<b>Criteria for Assessment</b>” as it applies to the member</li> </ul>
<b><i>QJA EMERGING LEADER of the Year</i></b>	<ul style="list-style-type: none"> <li>▪ be nominated and seconded by current financial QJA members</li> <li>▪ have the consent of the nominated member for nomination and</li> <li>▪ the member will accept the award should they be successful</li> <li>▪ submit a profile of the nominated member</li> <li>▪ answer all points set out in the “<b>Criteria for Assessment</b>” as it applies to the member</li> </ul>
<b><i>QJA BRANCH of the Year</i></b>	<ul style="list-style-type: none"> <li>▪ be nominated and seconded by a current financial QJA members</li> <li>▪ submit a profile of the branch (historical)</li> <li>▪ answer all points set out in the “<b>Criteria for Assessment</b>” as it applies to the branch</li> </ul>
<b><i>QJA Community Engagement Award</i></b>	<ul style="list-style-type: none"> <li>▪ be nominated by a current financial QJA member or QJA branch for an event or a range of events</li> <li>▪ submit a brief background of the event/s</li> <li>▪ answer all points set out in the “<b>Criteria for Assessment</b>” as it applies to the event/s</li> </ul>

### 3. Criteria for Assessment:

- *Member Engagement and Growth*
- *Training Excellence – through professional development, workshops and/or mentoring*
- *Marketing – raising the QJA profile*
- *Community Engagement – activities, projects or event/s that reach out to the broader community*
- *2020-21 – How have the efforts contributed during COVID19*

### 4. Submission

- a. Invitations for submissions and nominations will be forwarded to members and branches
- b. Nomination forms are available from

**QJA website [www.qja.com.au](http://www.qja.com.au)  
email [admin@qja.com.au](mailto:admin@qja.com.au) or  
requested by phone (07) 3392 2955**
- c. Nomination must be signed by a proposer and seconder (QJA members)
- d. Nomination should include details of exceptional achievement or contribution/s that warrant consideration for the award.
- e. Nomination form should be accompanied by
  - > Curriculum Vita of duties as an Honorary Justice (member award only)
  - > Historical background (branch award only)
- f. Nomination plus Submission should be no more than 7 pages in total including photographs
- g. Nominations (hardcopy or be email) are to be returned by 28<sup>th</sup> February 2021 to:

**QJA Awards Committee,  
PO Box 65  
Moorooka, Qld, 4105  
Email: [admin@qja.com.au](mailto:admin@qja.com.au)**

- h. Nominations received will be considered in the year of nomination only
- i. Unsuccessful nominees are welcome to nominate again in future years
- j. The award to “Member and Young Ambassador of the Year” will be awarded once only.

## **5. Tips**

In your submission identify key points such as:

- barriers encountered (member / branch / event)
- how the barriers were overcome (member / branch / event)
- the aim of the activity (event)
- results/outcomes achieved e.g. member growth/ new members

## **6. Selection**

- a) Nominations will be assessed by the QJA Awards Committee.
- b) QJA Awards Committee decision/s will be final and no further correspondence will be entered into.
- c) The QJA Awards Committee may make enquires such as it deems necessary with respect to the achievements or contributions outlined in the nomination form and attachments.
- d) All enquires will be carried out in a strictly confidential manner.
- e) The Awards will be presented at an appropriate ceremony, such as the Queensland Justices Association State Conference or Dinner.