

FELLOWS AWARDS POLICY

APPROVED FOR ISSUE:  **PRESIDENT**

APPROVED FOR ISSUE:  **VICE PRESIDENT**

FELLOW AWARD POLICY

1 OBJECTIVES

This policy gives guidance to the PMINZ Board for awarding the status of “Fellow of PMINZ”.

The award is given to recognise significant contribution to PMINZ.

2 GUIDELINES

The criteria that the review panel must consider when considering a nominee for recognition as a Fellow of PMINZ are:

- Minimum of 8 years continuous membership of PMINZ and currently in good standing as a member of both PMI and PMINZ.
- Evidence of significant and sustained long-term contributions to the national chapter (i.e. wider than the local branch) through such things as organising larger projects for the chapter, and/or active membership of PMINZ committees or boards.
- Evidence of significant and sustained contributions to the project management community and profession to expand and advance the knowledge, use and application of project management.

3 PROCEDURES

1. At the start of the calendar year, the PMINZ Board, through the Secretary, will appoint the Fellow review panel.

2. At least once per calendar year, the PMINZ Board, through the Secretary, will call for Fellow nominations.

3. Any current PMINZ member (except for those specified in Note 1 below) may make a proposal to the PMINZ Board nominating another PMINZ member who meets the criteria set out above for the award of “Fellow of PMINZ”.

The PMINZ member making the nomination should use the approved nomination form, which will require a statement from the nominating member stating how long they have known the member being proposed and the reasons for the nomination.

This nomination must have the support of 10 other current PMINZ members. Each of the supporters must provide a brief (approximately 1 page) written statement in support of the nomination.

The PMINZ member making the nomination is responsible for collating this information.

The nominator will forward the completed nomination package to the PMINZ Secretary.

Note 1: In order to avoid any perceived conflict of interest in the awards process, current Board members, and current members of the review panel, are excluded from being nominees, nominators and supporters.

4. The PMINZ Secretary will confirm the status of the nominee and the proposing and supporting members. If all are current members of PMINZ the Secretary and the President will convene a panel of no less than 5 existing Fellows and past Presidents of PMINZ to consider the nomination.

5. The panel will consider the nomination and give the PMINZ Board their opinion as to whether the nominated PMINZ member should be awarded the status of Fellow.

It is expected that the panel's opinion will be unanimous.

If any panel member has a conflict of interest, this must be declared. The chair of the panel will decide the most appropriate course of action.

6. The PMINZ Board will then vote on the nomination proposal. The result must be unanimously in favour of the proposition to grant fellow status.

7. If the nomination is successful the President will then formally inform the member of the result. If the member accepts the award, then it will be announced in a general communication to the Chapter. From this point forward the member may use the title of "Fellow of PMINZ".

8. At the next Annual General Meeting, National Conference or other suitable occasion the President or their nominated deputy will present a certificate to the member(s) granted the status of Fellow.

4 POLICY

There will be no more than 5 awards in any one year. The PMINZ Board may decide not to select any candidates for an award if the nominations process indicates that the candidates do not meet the required criteria.

A PMINZ member cannot nominate themselves for this award.

The member will retain Fellow status until:

- They leave the chapter, or let their membership lapse for more than 6 months, or their standing with PMI lapses for more than 6 months.
- They are removed from any office of PMINZ or bring PMINZ into disrepute.

Fellow status is revoked by the same process as a member of the board is removed from office under the Constitution.

The member who is granted the status of Fellow and remains a Fellow will be entitled to use the title "Fellow of PMINZ".

5 CONTACT

The contact for this Policy is the PMINZ Board.

6 NOMINATION FORM

See latest version of the form on PMINZ website. When completed, send to secretary@pmi.nz

Document Change History

R1 – Original version

R5 – June 2019