

MANLY & DISTRICT KENNEL &  
DOG TRAINING CLUB INC.

# LIFE MEMBERSHIP WORKING PARTY

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RECOMMENDATIONS FOR THE PROCESS,  
CRITERIA AND VALUE ASSOCIATED WITH  
NOMINATING, ACCEPTING AND AWARDED  
LIFE MEMBERSHIP OF THE CLUB AND  
CERTIFICATES OF APPRECIATION

# LIFE MEMBERSHIP WORKING PARTY

RECOMMENDATIONS FOR THE PROCESS, CRITERIA AND VALUE ASSOCIATED WITH NOMINATING, ACCEPTING AND AWARDING LIFE MEMBERSHIP OF THE CLUB AND CERTIFICATES OF APPRECIATION

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## EXECUTIVE SUMMARY

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The Life Membership Working Party consists of five people who are all current, active members of Manly & District Kennel & Dog Training Club Inc. (“the Club”) and was set up to make recommendations to the Club on the subject of criteria used to assess the suitability of individuals for life membership of the Club.

Since its formation the working party has met several times and has also received approval from the Club President to expand the topics under discussion to include the process necessary for life membership nomination and to the value (reward) that life members receive from the Club, which were seen as necessary in order to complete the original brief.

The recommendations that have been made by the working party are contained in detail within but can be summarised as consisting of some basic qualifying criteria and a weighted points system that take into account the contribution made by an individual to the Club across a number of categories. Once nominated an individual’s contribution will be assessed by a sub-committee and if they meet all the qualifying criteria, achieve the necessary number of points and are voted in by the membership they will be offered the life membership at the Club Annual General Meeting (“AGM”). Members may not nominate themselves.

Several additional recommendations have also been made to support the main recommendations in the following areas:

- Formalising the position of Membership Registrar within the Club
- Removing the award of Honorary Life Member from the Rules & Objects
- Removing the award of Honorary Member from the Rules & Objects
- Offering Certificates of Appreciation to nominated individuals

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## BACKGROUND

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The Life Membership Working Party was formed at the Manly & District Kennel and Dog Training Club Inc. (“the Club”) AGM held on the 5<sup>th</sup> December 2011 to investigate and recommend suitable, standard, qualifying criteria that could be used in assessing members of the Club who have been nominated to become Life Members. Since then, the scope has been expanded to include both the process used for nomination and assessment of life members and the “value” of life membership itself.

Following an initial presentation to the Club the working party was requested to also consider Honorary Membership and Certificates of Appreciation and assess if and how these would be used alongside Life Membership.

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## MEMBERS OF THE WORKING PARTY

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The working party consisted of the following individuals:

- Paul Hutton (Chair & Ordinary Member)
- Peter Coulthart (Life Member)
- Lindy Jack (Ordinary Member & Former President)
- Gael Sinclair (Life Member)
- Beth Ashcroft (Ordinary Member)

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## LIFE MEMBERSHIP RECOMMENDATIONS

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The recommendations in this section are broken down into four separate topics: general, process, criteria and value. Each topic was discussed at one or more meetings. The sections below will reflect only what was finally agreed. The process that lead to the agreement can be found in the Minutes attached as an appendix to this document.

### GENERAL

- The position of membership registrar is significant enough to be valued as a contribution towards life membership. This position is not currently recognised formally within the Club and therefore the working party would like to recommend that this position be formally recognised, subject to nomination and acceptance at the AGM.
- Life members should be subject to the same rules and regulations as ordinary members. Any clause in the Club Rules & Objects that terminates ordinary membership will equally apply to life members.
- Honorary Life Membership should be removed from the current Rules & Objects or, if this is not yet practical, not offered to individuals until such a time as it can be removed. The reason for this is the general conflict of “honorary” life membership (which can be offered to individuals who are not members of the Club) with the minimum criteria for life membership that is being recommended within this report.

### PROCESS

- Life Membership should be ratified only at the Club AGM. Discussion of the eligibility of an individual **should not** be undertaken at the AGM.

- Nominations for life members should be sent in writing at any point during the membership year up to 7 days prior to the date of the final Ordinary General Meeting (“OGM”) that precedes the next scheduled AGM.
- A sub-committee will be formed at that OGM, which will meet to apply criteria and assess any exemplary service that the nominated individual may have given to the Club.
- The Club Executive (consisting of the President, Vice-President, Secretary and Treasurer) should be informed of the outcome of the sub-committee no fewer than 21 days prior to the scheduled date of the AGM.
- At the AGM the individuals nominated for life membership and approved by the sub-committee will be proposed by the chair of the sub-committee and seconded from the membership before the life membership is put to the vote of the members.
- A vote of no less than 75% of those votes cast will result in the life membership being formally offered to the nominated individual.

The sub-committee will consist of five individuals and will be formed according to the rules below::

- Current members of the Club
- The chair should be the current Club Vice-President, where possible. If this person has been nominated for a Life Membership or is not available for other reasons then the President should nominate a suitable alternative.
- The remaining four should consist of ordinary and life members, with a minimum of two life members, where possible.
- The ordinary members should not have been nominated for life membership in the current year nor have been subject to an unsuccessful vote for nomination in previous years.
- Membership of the sub-committee should first be selected from willing volunteers present at the OGM when the sub-committee is formed.
- If any sub-committee positions are not filled at the OGM then members not present shall be approached by the chair and invited to sit on the sub-committee. Members approached by the chair will be based on recommendations from those present at the OGM.

#### CRITERIA

The criteria that make an individual eligible for life membership have been broken into minimum qualifying criteria, i.e., if the candidate doesn’t meet that basic criteria they are not eligible and a weighted points system with contributions to different aspects of Club life being awarded with points. The minimum number of points needed to become eligible for life membership is 100 points.

It should be noted that the award of life membership applies only to individuals. Members of the same family as a life member, who would normally be entitled to join under family membership, are not covered by the individual life membership and are not subject to any of the benefits of life membership offered by the Club. There is no suggestion that a “family” life membership is possible.

#### *Minimum Qualifying Criteria*

- The individual must have been a fully paid up member for a minimum of 10 years. This need not be 10 consecutive years provided that the cumulative number of membership years is equal to 10 or more.

- The individual must be a fully paid up member in the year that they are nominated for life membership.
- The individual must be nominated by another person who is also a fully paid up member of the Club.

*Weighted Points Criteria*

If an individual has achieved the level of contributions listed in the table below then they are awarded the relevant number of points. If the number of points awarded by the sub-committee based on the criteria is 100 or more then they become eligible for life membership.

<b>Category</b>	<b>Measure</b>	<b>Points Awarded</b>
Ongoing, continuous service as an instructor*	90 hours	30
	180 hours	60
	270 hours	90
	360 hours	120
Continuous service as ground staff	3 years	30
	6 years	60
	9 years	90
	12 years	120
Continuous service as a trial or show manager/secretary	3 years	25
Continuous service as president of the Club	3 years	60
Continuous service as either vice president, treasurer, secretary or membership registrar**	3 years	30
Chair of a sub-committee	Each time a position is held, on a per annum basis ***	10
Exemplary service ****	One-off award if exemplary service is acknowledged	10

\* The definition of ongoing, continuous service is: being present at a training session ready to undertake instructing as and when requested by the Club during each membership year. This category is judged based on hours contributed and these hours can be earned at any point during the individual's membership.

\*\* Should the position of membership registrar not be formally recognised by the Club then it will be removed from the qualifying criteria.

\*\*\* The per annum basis implies that if a person is renewed into the position of chair on the same sub-committee 12 months or more after serving for the first time then this will earn the points awarded for each year as opposed to a one of award the first time the position is held

\*\*\*\* Exemplary service will be adjudged by the Life Membership Sub-Committee and must be approved by a majority to be included as a contribution to the Life Membership points. It should be noted that contributions that are judged Exemplary service should not come from any of the other categories that make up the assessment for Life Membership.

#### VALUE

Once life membership has been awarded the individual should receive the following benefits:

- They will not be required to pay the Club's annual membership fees
- They will not be required to pay ground fees for attending training sessions
- They will be awarded a badge indicating that they are life members of the Club
- They will be listed in each edition of the Club magazine (currently titled "Dog Tracks") provided they are an active life member\*
- They will have the same voting rights as a paid ordinary member, provided they are an active life member\*
- They will receive an annual invitation to a dinner to be hosted by the then Club President
- They will be awarded a Club jacket produced only for life members\*\*

\* An "active" life member is an individual who has been awarded life membership but is still actively involved with the Club. A life member can become "active" by filling out the annual membership form. Active life membership is required to train dogs at any Club ground.

\*\* The jacket is to be awarded to any active life member who requests one.

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#### HONORARY MEMBERSHIP RECOMMENDATIONS

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It is the recommendation of this working party that Honorary Membership of the Club be retired and no longer offered, replaced instead with the Certificate of Appreciation. Current Honorary Members will continue in this position until their membership expires under the current Rules & Objects.

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#### CERTIFICATE OF APPRECIATION RECOMMENDATIONS

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A Certificate of Appreciation may be awarded to individuals in recognition of exceptional or exemplary service rendered to the Club. It may be awarded to members and non-members alike.

An individual may be nominated for a Certificate of Appreciation by a current member of the Club. The nominations should be presented to the Secretary of the Club in writing and will then be tabled for consideration at the next OGM. It is suggested that if a nomination is received then a generic item entitled "Awards" or similar should be put on the agenda, deliberately refraining from naming the nominated individual until the meeting.

Nominations are then discussed and decided by all those present at the OGM where the agenda item is tabled.. However; if the nominated individual is present at the meeting the then President of the Club must make a decision whether to hold the discussions “in camera” prior to the nominated individual being named to avoid potential offence should the nomination not be accepted. If the meeting is held “in camera” then only the members of the Executive will participate in the discussions. Should the nominee be a member of the Executive they will be excluded from any discussions.

If the nomination is accepted then the nominated individual should be awarded the Certificate of Appreciation at a suitable forum, e.g., the AGM if it is imminent, during training, at a Club event, etc., chosen to maximise the effect of the award.

There will be no limit on the number of Certificates of Appreciation that an individual can receive save that they are limited to only receiving one per OGM. Certificates of Appreciation will not count towards Life Membership, although the Life Membership Sub-Committee may consider them when judging exemplary service as a part of the Life Membership deliberations.



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**APPENDIX**

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**MINUTES OF MEETINGS**

<b>Subject</b>	<b>Life Membership Working Party</b>
<b>Date and Location</b>	Monday, 2 January 2012 6:30 PM - 8:00 PM, Dee Why RSL
<b>Attendees</b>	Paul Hutton; Lindy_jack@hotmail.com; sinclairg@email.cs.nsw.gov.au; beth.ashcroft@optusnet.com.au; peter@fieldforce.com.au
<b>Message</b>	Agenda:  Rules of engagement The position of the chair Mission statement & scope Open discussion on solution Summary of meeting and actions for the next meeting

**Notes**

**Rules of Engagement**

This topic was not discussed. Please see notes below

**The position of the chair**

It was agreed that the position of the chair would be to keep the meeting on track, to guide the meeting through discussions and to arbitrate on split decisions.

**Mission Statement & Scope**

It was agreed that the mission for this particular working party is as follows:

'To recommend to the club an enduring and agreed set of criteria for the club to offer life membership to an individual member.'

Exclusions to the scope of the discussion are the following items:

1. Honorary Membership (this may be discussed if time permits)
2. Procedure for nominating members, i.e., the discussion should be limited to the criteria alone. [This was later reviewed further in the next item - see below]

It was further agreed that the working party should report to the entire club and not just to the Executive, although it was deemed prudent to make the Executive aware of recommendations prior to making them public at the next ordinary general meeting.

'The Club' in the above mission statement refers to Manly & District Kennel and Dog Training Club Inc.

## Open discussion on solution

The topic was discussed at length and below is a summary of what was discussed/decided:

The basic premise for life membership criteria should be that the path to life membership may differ for each individual insofar as the service made to the club by one individual may not be the same in terms of style, duration or any other metric that may form the final criteria for life membership. In order to cater for this the discussion fell to individuals meeting a certain number of criteria from a possible maximum number of criteria, with the particular criteria being decided based upon the current clubs activities and the potential different ways that an individual could dedicate service to the club. A concept of weighting these criteria and forming a points based system was also discussed. The final means by which an individual is assessed has yet to be agreed.

Questions that were raised during this initial discussion were:

1. Should there be a limit number of life members per year? The general consensus was that a hard limit should not be necessary as the criteria should deal with admission into life membership and will settle down after a couple of years of being in operation. Plus, if you are a deserving life member candidate it is difficult to justify having to wait a year because a 'quota' has been reached.
2. What, if anything, currently exists in the club rules and objects regarding life membership process and selection, including the length of notice for life membership nominations? LJ will follow this up with the current Executive in time for the next meeting.

As discussion progressed it became apparent that in order to accurately define criteria some discussion on both the process of nomination and selection and the value associated with life membership should be discussed. The working party agreed that this should be included and PH will contact the Executive to confirm that this is valid and within the expectations of what the working party should be looking to achieve.

Draft recommendations discussed/agreed to date are as follows:

### Criteria

Description of Criteria	Metric
Minimum term of membership	(10 years)
Demonstrable continuous service to the club	( )
Exemplary service to the club	( )
Holding one or more positions in the following groups: Trial Management Training Ground Staff	( ) ( )

Executive	( )
Sub-committee Participation	( )

### Process

A sub-committee should be formed in advance of each AGM for vetting life membership nominations and to make final recommendations to the Executive. This will avoid open discussion on an individual's validity within club meetings and will reduce bad sentiment and vitriol. The makeup of this committee has yet to be decided but will likely include existing life members as well as regular members.

The award of life membership should not be automatic, i.e., as soon as an individual becomes eligible they will not automatically receive the award. Potential life members should still be identified via a nomination and subsequent proposal/seconding at the AGM.

### Value

A jacket or similar that is both functional and obvious should be awarded to life members. It is important that the value associated with life membership be recognised and promoted to be more than just not having to pay membership fees.

### Actions

1. LJ to obtain an up to date copy of the club rules and objects and determine what, if anything relates to life membership. This should be brought to the next meeting.
2. PH to contact the Executive before the next meeting and confirm that the life membership nomination process and value are valid inclusions in the working party scope

### Next meeting

The next meeting will be held at the Dee Why RSL and will begin at 19:30

### Notes:

A note on the rules of engagement. Although these were not formally discussed in the meeting what I had in mind here were to allow each member of the working party to have a say (something I thought went very well last meeting) and to try and refrain from discussing current nominees or their 'eligibility' when proposing criteria or associated metrics to the working party. This is to try and remove bias from what should be a neutral discussion within the party.

<b>Subject</b>	<b>Life Membership Working Party</b>
<b>Date and Location</b>	Monday, 9 January 2012 7:30 PM - 9:00 PM, Dee Why RSL
<b>Attendees</b>	Paul Hutton; Lindy_jack@hotmail.com; sinclairg@email.cs.nsw.gov.au; beth.ashcroft@optusnet.com.au; peter@fieldforce.com.au
<b>Message</b>	<p>Agenda:</p> <p>Review and approve minutes from last meeting</p> <p>Open discussion on solution</p> <p>Summary of meeting and actions for the next meeting</p>

## Notes

Meeting opened at 19:40

LJ supplied life membership criteria from another club to use as a comparison

### Open discussion on solution

## Process

Summary of discussion/decisions:

- Life membership should be ratified at the AGM only
- Nominations should be received in writing at any time during the membership year up to 7 days in advance of the final OGM before the scheduled AGM.
- Sub-committee formed at OGM which then meets to apply criteria. Executive informed of outcome no later than 21 days prior to scheduled date of AGM
- At the AGM the individual nominated for life membership will be proposed by Chair of Sub-committee and seconded before the life membership being put to the vote of members. A vote of no less than 75% of those votes cast will result in the life membership being offered to the individual.
- The composition of the sub-committee will be as follows:
  - 5 individuals
  - The Chair will always be the current club Vice President
  - The remaining four should consist of ordinary members with a minimum of two life members, where possible.
  - The ordinary members should not have been nominated for life membership in the current year nor have been subject to an unsuccessful vote for nomination in previous years.
  - Membership of the sub-committee should be filled from willing members present at the OGM where the sub-committee is formed.
  - If any sub-committee positions are not filled at the OGM then members not present shall be approached by the chair and invited to sit on the sub-committee. Members approached by the chair will be based on recommendations from those present at the OGM.

**Actions**

No actions identified this week

**Next meeting**

The next meeting will be held at 19:30 on the 15th January 2012. Working Party members who are available at 18:30 are invited to join the chair for dinner in the Flame restaurant

<b>Subject</b>	<b>Life Membership Working Party</b>
<b>Date and Location</b>	Monday, 23 January 2012 7:30 PM - 9:00 PM, Dee Why RSL
<b>Attendees</b>	Paul Hutton; 'Lindy_jack@hotmail.com'; 'sinclairg@email.cs.nsw.gov.au'; 'beth.ashcroft@optusnet.com.au'; 'peter@fieldforce.com.au'
<b>Message</b>	Agenda to follow

## Notes

Meeting opened at approx. 19:40

LJ: "We are talking about Life Membership, we are not handing out pizzas"

PH thanked those present for attending the previous meeting (15th January) and noted that it was a difficult one but that in the opinion of the chair we were in a better position because of it.

The chair then invited thoughts and comments on the comments from PC in the previous meeting that Life Membership should be restricted to criteria relating to duration of membership and length of service in a noted position of either Executive, Instructors or Ground Staff and also on the email sent out by GS dated 18th January 2012. Below is a summary of what was discussed and agreed:

- 10 years continuous membership of the club will count as a minimum qualifying criterion in all cases except where there are judged to be exceptional circumstances that have prevented this
- The Life Membership Sub-Committee will adjudge exceptional circumstances on a case-by-case basis
- A weighted points system will be used with the minimum number of points needed being 100. The points must come from the following categories:

Category	Measure	Points Awarded
Ongoing continuous service as an instructor*		
Continuous service as ground staff	3 years	30
	6 years	60
	9 years	90
	12 years	120
Continuous service as a trial or show manager / secretary	3 years	25
Continuous service as president of the club	3 years	60
Continuous service as either vice president,	3 years	30

treasurer, secretary or membership registrar**		
Chair of a sub-committee	Each time a position is held, on a consecutive per annum basis ***	10
Exemplary service ****		

\* The definition of ongoing continuous service is being present at a training session ready to undertake instructing as and when requested by the club during each membership year

\*\* The position of membership registrar is not one that is formally recognised by the club. The working party felt it to be a position worthy of contributing to Life Membership and, as such, will be recommending to the club that this position is formalised

\*\*\* The per annum basis implies that if a person is renewed into the position of chair on the same sub-committee in consecutive years then this will earn the points awarded for each year as opposed to a one of award the first time the position is held

\*\*\*\* Exemplary service will be adjudged by the Life Membership Sub-Committee and must be approved by a majority to be included as a contribution to the Life Membership points.

Also discussed were certificates of appreciation. These are not currently handed out by the club and there was general agreement within the working party that this would be a good idea. However; it was excluded from the scope of the discussion by the chair.

The items below were discussed but no agreement was reached. Further discussion / agreement on these will form a part of the agenda for the next meeting:

- Measures and points for ongoing continuous service for instructors. Using a measure unit of "hours" was briefly discussed, with the minimum qualifying number of hours being 30 (and then 60, 90, 120) but no agreement was reached
- Define a broad definition of exemplary service to guide the sub-committee in their deliberations

The next meeting will be at 16:00 on the 28th January 2012 at Dee Why RSL.

<b>Subject</b>	<b>Life Membership Working Party</b>
<b>Date and Location</b>	Sunday, 29 January 2012 4:00 PM - 6:00 PM, Dee Why RSL
<b>Attendees</b>	Paul Hutton; 'Lindy_jack@hotmail.com'; 'sinclairg@email.cs.nsw.gov.au'; 'beth.ashcroft@optusnet.com.au'; 'peter@fieldforce.com.au'
<b>Message</b>	<p>Agenda:</p> <ul style="list-style-type: none"> <li>Review and approve the minutes from previous meeting</li> <li>Formalise the award for instructing</li> <li>Discuss value</li> <li>Discuss retraction</li> <li>Final summary and agreement</li> </ul> <p>"We aren't handing out pizza!"</p>

## Notes

Meeting opened at 16:10

### **Review and approve the minutes from the previous meeting**

The minutes were unanimously approved following minor typographical changes, an update to the definition of ongoing continuous service as an instructor and the inclusion of the 12 years measure for ground staff, which was omitted from the minutes in the first release.

### **Formalise the award for instructing**

The measure associated with recognising ongoing continuous service as an instructor was agreed to be hours with the minimum qualifying number of hours to be 90. The full breakdown of hours and points awarded was agreed as follows:

Category	Measure	Points Awarded
Ongoing continuous service as an instructor*	90 hours	30
	180 hours	60
	270 hours	90
	360 hours	120

For the ease of assessing the hours contributed by an individual it was agreed that a single session of instructing obedience would earn 1 hour and a single session of instructing agility would earn 3 hours, regardless of the actual time spent, i.e., this reflects the average length of an instructing session between the codes.

Discussion then turned to the concept of continuous membership. In the meeting dated 23rd January 2012 there had been agreement that the minimum term of qualifying club membership



required before life membership could be considered would be 10 years of continuous paid membership except where there were judged to be exceptional circumstances that had prevented this. In the light of subsequent discussion the party agreed that membership need not be continuous but that a minimum term of 10 years paid membership continuous or non-continuous should be sufficient.

It was also agreed that should the position of membership registrar not be formalised within the club then a person acting in this position alone will not earn qualifying points towards life membership. For clarification it should be noted that if they are also acting in any of the other positions that earn points then they will not be prevented from being awarded those points by acting as a membership registrar alongside the other duties.

Finally, the term consecutive was removed from the definition of sub-committee chair reflecting the fact that a chair can earn points for operating a sub-committee once every 12 months regardless of whether the sub-committee is ongoing or formed to address a specific need as and when required.

It was agreed that the assessment of what does or does not constitute exemplary service would be left to each individual Life Membership Sub-Committee but that if and when a candidate for life membership was judged to have given exemplary service to the club then this would earn the candidate a maximum, one-off contribution of 10 points towards their life membership qualifying total, i.e., not 10 points per example of exemplary service.

### **Value**

It was agreed that when an individual is awarded life membership they will be provided with the following benefits:

- They will not be required to pay annual subscription fees for membership of the club
- They will not be required to pay ground fees for attending training sessions
- They will be awarded a badge indicating that they are life members of the club
- They will be listed in each edition of the club magazine (currently titled 'Dog Tracks') provided they are an active life member\*
- They will have the same voting rights as a paid ordinary member provided they are an active life member\*
- They will receive an annual invite to a life members dinner hosted by the current Club President
- They will be awarded with a club jacket produced only for life members\*\*

\* An 'active' life member is an individual who has been awarded life membership but is still actively involved with the club. A life member can become 'active' by filling out the annual membership form. Active life membership is required to train dogs at any club ground.

\*\* The jacket will also be awarded retrospectively to any active life members who request one.

### **Retraction**

Life members should be subject to the same rules and regulations as ordinary members. Any clause in the Club Rules and Objects that terminates ordinary membership will equally apply to life members.

### **Other business**

Further discussion points will be included in the report prepared by the chair of the working party. These will include:

- Certificates of Appreciation
- Honorary Membership

On the subject of honorary membership it was agreed that the working party would recommend that the concept of an honorary life member should be removed from the clubs rules and objects as this conflicted with the formal life membership process that has been discussed as the primary topic of the working party. Honorary membership should remain but should be awarded annually at each club AGM to last for the 12 months following the AGM.

**Manly & District Kennel & Dog Training Club Inc.**

*(logo)*

**Life Membership Nomination Form**

***PRIVATE AND CONFIDENTIAL***

*(to be completed by the nominator only)*

I, ..... *(name of nominator)* currently being a member of the Manly & District Kennel & Dog Training Club Inc. hereby propose ..... *(name of nominee)* for the position of life member of the Club and I offer the following in support of my nomination: *(no more than 300 words please)*

Signature of Nominator: ..... Date: .....

**Please either clearly write or type reasons for your nomination *(no more than 300 words)*. This form can be received by the Secretary of the Club at any time during the year *up to seven days prior* to the Ordinary General Meeting immediately prior to the Club's Annual General Meeting. The nomination will be noted in incoming correspondence at the OGM but will not thereafter be discussed prior to the AGM. It is considered that such nominations should be regarded as private and considered by the relevant Committee with any decisions relayed to the Club at the relevant AGM.**

**Manly & District Kennel & Dog Training Club Inc.**

*(logo)*

**Certificate of Appreciation Nomination Form**

***PRIVATE AND CONFIDENTIAL***

*(to be completed by the nominator only)*

I, ..... *(name of nominator)* currently being a member of the Manly & District Kennel & Dog Training Club Inc. hereby propose ..... *(name of nominee)* for consideration as a recipient of a Certificate of Appreciation and I offer the following in support of my nomination: *(no more than 300 words please)*

Signature of Nominator: ..... Date: .....

**Please either clearly write or type reasons for your nomination *(no more than 300 words)*.  
This form can be received by the Secretary of the Club at any time during the year and will be considered in the Ordinary General Meeting following the nomination.  
It is considered that such nominations should be regarded as private and considered by the relevant Committee with any decisions relayed to the Club after a decision has been reached.**