



Nomination received

- Inbox monitored weekly
- Applications screened

Office check

- Nominee's eligibility checked (e.g. years of service)

Nominee review

If the nominee is appropriate

- Application is checked for completeness
- Nominee(s) details are checked
- Word count is checked

Additional information required

- Lead nominator is contacted for further information
- Honours Committee Chair is informed
- Process is paused until requested information is received

If the nominee is not appropriate

- Process is halted
- Honours Committee are informed

Committee processing

- Nomination is shared with Honours Committee members with set deadline for assessment
- All checks confirmed

Honours Committee assessment

- Nomination assessed by Honours Committee members
- Outcome agreed at next meeting or by date agreed with Chair

Successful nomination

- Which Honour bestowed is agreed
- Citation written by an Honours Committee member

Additional information required

- Lead nominator is contacted for further information
- Process is paused until requested information is received
- Nomination is reassessed upon receipt of further information

Unsuccessful nomination

- Letter prepared and approved by committee
- Letter sent to lead nominator

Recommendation for approval

- Nomination presented to the Board of Directors for approval

Honour approved

- Letter prepared and approved by committee
- Letter sent to lead nominator and Honour nominee
- Citation shared with relevant BDA office team members for promotion

