



Queen's College
The University of Melbourne

WYVERN OF THE YEAR AWARD



NOMINATION FORM

BACKGROUND

The Wyvern of the Year Award is presented annually to a member of the Wyvern Society in recognition of exceptional and outstanding service. It is a means of honouring someone from within the Queen's community who has contributed greatly to the community at large in a distinguished and dedicated manner.

The Wyvern Society Committee seeks to recognise those among us who have selflessly given of themselves in a way well in excess of what might normally be expected by a person in their position.

The Award consists of a medal and pin which is conferred at the Wyvern Society Annual Event.

We look forward to receiving your nomination by 30 July and to celebrating and publicly acknowledging achievements from within the Queen's College community.

Yours sincerely,
Katie Skillington
Arch-Wyvern Wyvern
Society



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University of Melbourne



HOW TO NOMINATE

ELIGIBILITY

Nominees and nominators must be members of the Wyvern Society, being one of:

- Past resident or non-resident student of Queen’s College
- Resident member of the Senior Common Room, past or present
- Fellow of Queen’s College
- Member of the Council of Queen’s College, past or present
- Such other person as decided by a General Meeting or the Wyvern Society Committee to be deserving of membership of the Wyvern Society

NOMINATIONS

Confidentiality in nomination is essential. The Arch Wyvern will contact finalists to confirm their acceptance of nomination, but the nominators will remain anonymous.

Nominations are to be made on the attached form, giving the details of the person nominated and the justification for the nomination, not just the naming of the person. These forms are only valid when signed and dated by both the nominator and seconder. Nominators must provide details of at least one person in addition to the nominator and seconder who is able to make direct comment on the contribution/service of the person they are nominating.

If there is not enough space on this form, further supporting documentation may be attached, provided it is specifically directed to this nomination and for no other purpose.

The provision of all necessary information is the responsibility of the nominator. All completed nomination forms should be sent to the Wyvern Society Committee either via post or by using the archwyvern@queens.unimelb.edu.au email address.

CRITERIA

The nominee must have given persistent, exceptional and outstanding service to the community at large, within the state, nationwide or internationally. Importantly, this service must create, support or enable lasting positive impact within that community. The following pages set out criteria which should be addressed when nominating a candidate.

It is helpful to include examples of how the nominee has gone above and beyond what could reasonably be expected of someone in a similar position and why you think their service and/or achievement(s) are outstanding and worthy of recognition through the Wyvern of the Year Award.

ASSESSMENT

The award is not competitive. The Wyvern Society Committee will form a selection subcommittee to assess nominees and propose a recipient for Committee endorsement. The decision of the Committee is final. Preference will be given to recent contributions or achievements. An award will not be made if, in the opinion of the subcommittee, there is no suitable candidate.

WYVERN OF THE YEAR NOMINEE	
Title: (Dr, Mr, Mrs, Ms, etc)	
Given Name:	
Surname:	
Position:	
Organisation:	
Address:	
Contact phone no: ()	
Email:	
Nominee’s relationship with Queen’s College:	

NOMINATOR DETAILS

THIS SECTION MUST BE COMPLETED

WE DECLARE THAT THE INFORMATION IS TRUE TO THE BEST OF OUR KNOWLEDGE AND HEREBY PROPOSE THE NOMINEE FOR CONSIDERATION FOR THE WYVERN OF THE YEAR AWARD.

Signed: (NOMINATOR)
Name: (PLEASE PRINT)
Address:
Contact phone no: ()
Email:
Date:

Signed: (SECONDER)
Name: (PLEASE PRINT)
Address:
Contact phone no: ()
Email:
Date:

In order for your nomination to be considered, please mark it '**CONFIDENTIAL**' and forward to:

*The Chairperson
Wyvern of the Year Award selection subcommittee
c/- Executive Director Advancement
Queen's College
1-17 College Crescent, PARKVILLE VIC 3052*

OR EMAIL TO: waverns@queens.unimelb.edu.au

NOMINATIONS CLOSE 30 JULY

Note: the nominations remain valid for two years

CORROBORATOR DETAILS

Please list here the name, address and contact details of at least one person in addition to the nominator and seconder whom the selection subcommittee can contact for direct comment on the service, contribution or achievements of the person you are nominating.

Title: (Dr,Mr,Mrs,Ms,etc)
Given Name:
Surname:
Address:
Contact phone no: ()
Email:

Title: (Dr,Mr,Mrs,Ms,etc)
Given Name:
Surname:
Address:
Contact phone no: ()
Email:

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