

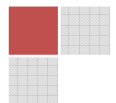
Croydon & District Obedience Dog Club inc.



LMRP

Life Member Review Panel

Guidelines for Life membership selection



Life Member Review Panel

The function of the **Life Member Review Panel (LMRP)** is to review applications and make recommendation to the CDODC Management Committee (MC) on the merits of the nomination. CDODC MC need not see or know of applications until a recommendation is made by the LMRP and therefore remains independent of the process until that time.

The LMRP does not approve applications; its charter is to evaluate and make a recommendation to the CDODC MC. Only the CDODC MC can reject or approve an application to proceed to the Annual General Meeting for final approval or rejection by its members. All recommendations and decisions will be recorded in the CDODC MC minutes.

The CDODC Management Committee retains the absolute right to recommend Life Membership at its discretion.

CDODC By Law (2)

Life Membership

Life Membership may be conferred upon a Member at the Annual General Meeting, such Membership to be conferred upon Members giving outstanding service to the Club upon the recommendation of the Committee and approval of 75 per centum of financial members present at the Annual General meeting.

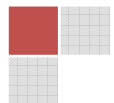
A minimum of ten (10) years service be the requirement and the value of the service be of primary importance in any recommendation by the Committee for any Life Membership.

The review process must not only be transparent but accountable to the membership, therefore there must be a grievance process and records should be kept until this process has been exhausted.

The nominator of an unsuccessful nomination may appeal against the recommendation of the LMRP to the CDODC MC within 90 days of receiving notification of the outcome or may re-submit in following years.

The LMRP should consist of three (3) CDODC Life Members appointed by the CDODC MC. This Panel must exchange at least one of its members each year for another Life member.

Life membership of the Croydon & District Obedience Dog Club Inc is considered the highest honour the CDODC can award to its members and is the pinnacle of a member's involvement with the Club. The awarding of life membership is based on outstanding contribution to the Croydon & District Obedience Dog Club Inc. as a member who has regularly contributed to the running of the club in a positive manner.



The nomination and approval criteria need to be clearly defined and two stage. The LMRP has to consider key areas in which contribution by the member can and should be recognised by the Croydon & District Obedience Dog Club Inc;

1. Length of Service
2. Outstanding Contribution

The nominator and seconder are to verify all details are correct.

Stage One - Nomination

Nominations must be received by the **Life Member Review Panel (LMRP)** in writing, outlining the key points before the first CDODC Committee meeting in April, and will be considered prior to the Annual General meeting in May of the same year.

Nominations must be submitted on the Life Membership Nomination Form (available from the office or online).

NOMINATION CRITEREA

The following minimum criteria must be met for the nomination to proceed to stage two.

1. Nominee must have been a financial member of the CDODC for 10 years or more
2. Nominator and Seconder must have been CDODC members for no less than 3 years each.

Stage Two - Review

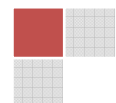
Stage Two is the critical analysis of the application and the nominee's relevant qualifications. This stage will be carried out by the LMRP who will then provide a recommendation to the CDODC MC.

The application form should be reviewed each year by the LMRP, to maintain its effectiveness in obtaining relevant information to reach a recommendation.

Key areas are used in determining the nominee's qualification. A weighting factor is applied to evaluate the applications credentials with each of the key areas weighted in accordance with their relative importance, in achieving the organisations core values and purpose. Each area has a defined maximum amount of points that may be allocated by the LMRP.

If a nominee has at any time given cause through actions, speech or writing, denigrated the CDODC in the public arena and its workings, the LMRP shall take that into consideration and exclude or reduce points accordingly.

The LMRP will put forward an affirmative recommendation if the application scores 150 points or more, ***which must include at least 30 points of 'outstanding contributions'*** and a negative recommendation if the application scores below 150 points.

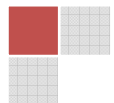


The point system has been calibrated to recognise contributions according to the amount of time and effort required for each position.

QUALIFICATION CRITERIA

1. CDODC Volunteer being actively involved in club activities to the satisfaction of the LMRP, contributing to the Club for the benefit of its members regularly by either instructing or otherwise working on regular training or event days during the clubs financial year, except for the Trial Secretary, to the satisfaction of the LMRP.

Trial Secretary	5 points for each full trial 3 points for each single trial 1 pt for each mini trial
Trial helper (kitchen, steward etc)	1 points for each trial
BBQ	2 points for each year
Christmas function organiser	2 points for each year
Fundraising	2 points for each year
Trophy Coordinator	2 points for each year
Demo team member	2 points for each year
Demo team manager	5 points for each year
Equipment shop/Canteen	5 points for each year
Authorised handler	5 points for each year
Database Management	5 points for each year
Status Report Coordinator	5 points for each year
First Aider	5 points for each year
Assessor	5 points for each year
Level co-ordinator	5 points for each year
Instructing single class	5 points for each year
Instructing 2 classes	10 points for each year
Administration/Other	10 points for each year
Website Administrator	10 points for each year
Instructors Rep.	10 points for each year
Training Panel	10 points for each year
General Committee	10 points for each year
Office Bearers	15 points for each year
Treasurer	20 points for each year
Secretary	20 points for each year
President	25 points for each year
Chief Instructor	25 points for each year



2. Outstanding contribution to the CDODC and/or the enhancement of the Clubs profile up to a maximum of 70 Points with at least 30 points being achieved to qualify for Life Membership. Points will be allocated by the LMRP depending on the value of the contribution.

Outstanding contribution to the Club such as but not limited to;

- Editing and publishing material for CDODC, Capers, Training Course evaluations
- Newspaper articles, brochures and books
- TV and Radio contributions and performances
- Maintaining training facilities, equipment and buildings

A minimum of 150 points including at least 30 points of outstanding contributions must be achieved to qualify for recommendation for Life membership.

Existing Life Members

Concern has also been raised that life members have been lost track of once we no longer collect annual membership fees. There is anecdotal evidence of letters being sent to deceased life members and some that have changed addresses etc.

It is recommend that an appropriately drafted letter be sent to all life members each year asking them to confirm their details and/or if further contact is welcome. This could be a letter from the Secretary welcoming our life members support for another year.

This guideline should be reviewed annually after the AGM to establish its continuing value in selecting applicants for life membership.

