

2.2 Policy – Honorary Associate Position

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1. Purpose

The intent of this policy is to clarify the position and process of the Zoo and Aquarium Association Inc (the Association) in relation to the appointment of an honorary associate.

2. Policy

- 2.1 The Association may confer the position of Honorary Associate on a person as recognition of his or her association with, or contribution to, the professional work of the Association. This policy document covers the conferral of the Honorary Associate title.
- 2.2 The position of Honorary Associate may be granted on persons who make a substantial contribution, usually on a continuing basis, to the work of the Association. Contributions may include: collaboration on document and policy development, research into specific species, assistance with government policy development.
- 2.3 An Honorary Associate title may be granted on:
 - (a) retired or current academic or research-only academic staff of universities or other relevant zoological, social or conservation scientific organisations who wish to continue or further develop a significant collaboration with the Association.

3. Conditions

- (a) The Executive Director will specify and authorise the privileges applying to individual position holders. These may include the use of information and participation in Association activities.
- (b) All position-holders are subject to the Association's *Code of Conduct*, and other relevant policies. Positions may be revoked if the Executive Director and/or the Association Board consider that the position holder is no longer contributing sufficiently or appropriately to the direction and performance of the Association, or when the position holder has breached a relevant policy or the *Code of Conduct*.
- (c) The granting of an Honorary position does not establish an employment relationship, nor alter any employment relationship that currently exists, nor does it entitle the recipient to any salary payment nor alter any salary payments that currently exist.

4. Procedure

- 4.1 Following consultation with relevant members of the Association staff, the Member Support and Operations Manager prepares a nomination for the granting of the position, including:
- (a) the proposed term, responsibilities, and rights/privileges.
 - (b) the nominee's full curriculum vitae.
 - (c) This nomination is forwarded to the Association Board for approval.

5. Term

Positions are granted for up to two years. Only two positions can be filled at any one time.

6. Renewal

Positions may be granted for a further term subject to the continuing contribution of the recipient, on the recommendation of the Executive Director and the approval of the Association Board.

7. Reporting

The Honorary Associate and/or their nominator provide a report for the Association on their activities and contributions to the Association as required or as requested.

8. Responsibilities

Will be specific to the individual nominated as Honorary Associate and will be specified in the nomination.

9. Proviso

The intent of this policy is to provide a framework for the majority of activities undertaken by Association members/subscribers. Any issue/concern which arises that is not covered by this policy, but falls within the purpose of the policy, will be included and addressed by the Association Board, or their delegate, in the best interest of the Association and its membership.

10. Approval and Review Details

Approval History	Details
Approval Authority	Association Board
Relevant Committee and/or Stakeholders	
Original Approval Date	18/04/2012
Last Review Date	18/08/2020
Next review date	18/08/2025

This document should be reviewed within five (5) years of the date of approval or last review.

Amendment History Approved / Amended / Rescinded / Reviewed	Authority	Date	Description / Notes
Approved	Board	15/07/2015	Minor changes on approved by Board
Reviewed / Approved	Board	18/08/2020	Reviewed and updated references

Attachment – Honorary Associate Appointment Letter Template

Date

[Name]

[Address]

Dear [Name]

I would like to congratulate you on being nominated as an Honorary Associate for the Zoo and Aquarium Association Australasia. This position is conferred on you for a period of two years from the date of this letter.

Positions may be granted for a further term subject to the continuing contribution of the recipient, on the recommendation of the Executive Director and the approval of the Association Board.

As part of the role as an Honorary Associate you are awarded free membership to the Association for the period of your tenure. This will allow you access to the Association website, information and entry to certain Association member organisations. In addition, you are subject to the Association's *Code of Conduct* (please see attached), and other relevant policies.

Please note that the granting of an Honorary position does not establish an employment relationship, nor alter any employment relationship that currently exists, nor does it entitle the recipient to any salary payment nor alter any salary payments that currently exist. A copy of the Zoo and Aquarium Association *Honorary Associate Position Policy* is attached for more information on conditions, renewal and responsibilities of this position.

Your membership details, username and passwords will be forwarded to you shortly.

We look forward to a mutually beneficial working relationship and if you have any questions please feel free to contact admin@zooaquarium.org.au.

Yours sincerely,

[Name]

Executive Director

Enclosure:

Code of Conduct

Honorary Associate Position Policy