



Environment Institute  
of Australia and  
New Zealand Inc.

## Guidelines for Nomination of EIANZ Fellows

Fellowship is a form of recognition bestowed by the Institute on a current Full Member who has been a senior practitioner of influence in the environmental profession over a period of at least 10 years, in accordance with [EIANZ By-Law 9](#) – Fellowship and Honorary Membership. It is an honour bestowed by one's peers, and high standards are expected for the process of Fellow nomination and evaluation. Nominations are normally called in March and September each year. EIANZ members are emailed when nomination rounds open with all information needed to nominate. Please contact Central Office at [office@eianz.org](mailto:office@eianz.org) if you have any questions about Fellowship and the nomination process.

The EIANZ Board has appointed a Fellowship and Honorary Membership Review Committee (FHMRC) to review nominations and make recommendations to the Board. The following guidelines have been prepared by the FHMRC to ensure it receives appropriate, relevant and concise information in order to assess nominations, as well as facilitating consistency and assisting sponsors (proposers and seconders) to prepare successful nominations. It is vital that nomination material includes adequate but concise information to firstly allow Central Office to check the bona-fides of sponsors and the nominee, and secondly to allow FHMRC to evaluate the extent to which the nominee meets specified criteria. See attached **Example Nomination** for further guidance if required.

NOTE: the role of the FHMRC is to review nominations to ensure they meet the criteria specified in the By-Law, consistent with the high standards of existing and past Fellows, and to recommend suitable persons to the EIANZ Board for elevation to Fellow status. It is the Board which makes the final decision, following which the EIANZ President invites successful nominees to accept the award. Until a new Fellowship award is announced by EIANZ, the nomination process should remain confidential except to those contributing directly to the process.

### Nomination checklist (as per EIANZ Fellowship Nomination Form):

- Nominees must be a current Full EIANZ Member for a continuous period of at least two years
- Nominees must be a senior practitioner of influence in the environmental profession over a period of at least ten years, which need not be continuous and can allow for career breaks. Nominations shall demonstrate evidence of senior roles and influence, which must include contribution to the Institute over part of that period.
- Nominations must have a proposer and a seconder (The proposer must be a current EIANZ member and have known the nominee professionally for a period of at least 10 years. The seconder does not need to be an EIANZ member but must have known the nominee professionally for a period of at least 5 years). Nominations must include a resume or CV (a document or LinkedIn profile that lists at least 10 years of practice)
- Nominations must include between two and five professional referees and

- accompanying references attached to or included with the nomination form
- Nominations must include a citation of no more than 150 words that can be used at a presentation or awards ceremony

## Nomination Form: section-by-section guide:

### **Nominee Details:**

Provide current position, qualifications & professional associations, email and / or phone contact details of the nominee.

### **Nomination Details:**

EIANZ members are considered worthy of Fellow status if and when the Board (following advice from the FHMRC) is satisfied that they have demonstrated, over a sustained period, significant influence on, leadership of and contribution to the profession in Australia and New Zealand. This may be evidenced by senior positions, important research or publications, team leadership in significant projects, or roles in professional or technical associations (including EIANZ), regulatory or scientific agencies or industry, to the benefit and higher practice standards of the profession and environmental management generally.

The section headed "**Senior Practitioner of Influence**" should demonstrate both seniority and influence over a sustained period of at least 10 years (which may be non-continuous, in cases where careers have been interrupted). Nominations shall demonstrate evidence of senior roles and influence, which must include contribution to the Institute over part of that period. Nominations must address the criteria listed in By-Law 9.2 under the following headings, cross-referring to attached CV or referee statements or letters of support where appropriate, and if necessary, by attaching a 1-2-page rationale.

**Senior positions occupied:** List senior roles, organisations and dates e.g. Assoc Professor \*\* University 2008-14; Professor & Head of School University of \*\* 2014-19; EIANZ Division President 2011-14; Chair EPA Advisory C'ttee on Waste Management 20016-18. Where the level of responsibility is not evident from the position title i.e. it is not clear that the role was both senior and influential, a brief explanation may be necessary

**Leading role in the environment profession:** Evidence (again with years) of the nominee's leadership in ways which have influenced environmental practice generally or benefitted the environment profession more broadly, including but not limited to positions of leadership within EIANZ (including CEnvP). It should be noted that 'leadership' implies personal responsibility for the outcomes of a professional team or endeavour i.e., the nomination should make it clear that the nominee, in their position as 'x', was responsible for and played a leading role in 'y', which has benefitted the profession generally.

**Professional standing and commitment to ethical practice:** This may be demonstrated by awards, certification, published papers and invited conference presentations (also with years), referee statements and letters of support, attesting to the nominee's

reputation, ethical practice and respect within industry, academia, environmental organisations, advisory and reference groups;

**Nature of impact within or across jurisdictions:** This section should provide evidence that the nominee's seniority and influence have had a positive impact on environmental practice and the profession, within a particular jurisdiction (e.g. *ecological consultancy in NSW, EIS practices in the Asia-Pacific region*) or across jurisdictions (eg. *policy submissions on behalf of EIANZ to government, academic research influencing contaminated site practice*). Promotion of the profession or a particular environmental discipline, including representation of environmental practitioners on boards and committees, and educational contributions, may also be considered under this heading.

NOTE: In accordance with By-law 9, nominations shall demonstrate evidence of senior roles of influence, which must include contributions to the Institute over part of that period. Examples of ways people can contribute to the Institute include:

- Sitting on a Divisional and Chapter Committee
- Being a member of a Special Interest Section Management Committee
- Sitting on the EIANZ Board or Certification Board
- Sitting on an EIANZ Board Committee or CEnvP Specialist Environmental Advisory Committee
- Making a senior contribution to the development and review of Institute publications and governance materials, e.g., EIANZ Position Statements, Rules of Association, By-laws, policy submissions.

## Resume or CV:

Provide a document as an attachment (preferably 2 to 5 pages in length), or a link to the nominee's profile on a web page or LinkedIn, that lists at least 10 years of practice. Where the nomination relies on information in the CV or resume, specific cross-references should be made in the nomination details (e.g. *Principal Scientist, XXX Commission of Inquiry 2008-09 – see CV for details*).

## Citation:

A citation of not more than 150 words suitable for publication and for use at an awards presentation ceremony. The citation should name the nominee, even though the name may be replaced by the phrase "*this person ....*" when reading the citation prior to award presentation.

## Referees:

Provide the names and contact details (email address or phone number) of at least two referees (and no more than five) whose written references should be attached. Where possible referees should be senior and respected within the profession and have known the nominee professionally for at least 5 years. Written references should be less than two A4 pages in length and should indicate the name, qualifications, role and the affiliation of the referee, and the duration of and capacity in which the referee has known the nominee. They should also attest to relevant aspects of the nominee's career and practice, focusing on senior roles, influence, standing within the profession and ethical practice. The reference can also refer to the nominee's contribution to the Institute. The FHMRC will generally regard a range of written references, including from industry, agencies, kindred professions and independent organisations (i.e. external to the nominee's own organisation and EIANZ) as

evidence of wide influence on environmental practice and standing within the profession.

### Declarations by Sponsors:

The proposer must be a current Full Member of EIANZ, preferably one who has known the nominee professionally for a period of at least 10 years. In cases where the proposer has known the nominee professionally for a lesser period, then it is acceptable to indicate the number of years known, provided the seconder and at least one of the referees have known the nominee for at least 10 years.

The seconder may be any person familiar with the nominee's record in environmental practice and who has known the nominee for at least five years.

The seniority of proposers and their contribution to EIANZ will be considered in FHMRC evaluation – declarations by proposers who are current EIANZ Fellows or office-bearers, or who are widely respected within the environment profession, are preferred but not mandatory.

### Declarations by Nominee (Optional):

At the discretion of the sponsors, a nominee may be confidentially notified and asked to confirm details of the nomination, and to indicate their likely acceptance of a Fellowship if the FHMRC supports the nomination and EIANZ Board agrees. However, until the nominee accepts the formal invitation of the EIANZ President to become a Fellow, the nomination is to remain confidential.

### Finally:

Read the By-Law 9.2 and the Nomination Form carefully, allow 2-3 weeks to collate and check information, receive written references and ensure all criteria have been addressed. The last page of the Nomination Form has a section on "Before you Submit" – please check and complete these actions, so that Central Office and the FHMRC can smoothly evaluate your nomination without delays and misunderstandings.

Thank you

**EIANZ Fellow and Honorary Membership Review Committee  
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