

Australian Property Institute Limited

POLICY

LIFE FELLOW POLICY

Reference Life Fellow Policy
Effective 28 October 2018
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Owner Company Secretary

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Introduction/Background

The Australian Property Institute Limited (the API) recognises the distinguished membership level of Life Fellow. The Life Fellowship is conferred on the recommendation of the API Board, following a stringent nomination, endorsement and referee process. This is the most prestigious honour which the API awards to members for outstanding service and leadership.

1. Scope/Purpose

This Policy addresses the API's position with respect to the Life Fellow Membership.

2. Policy Statement

The API's Life Fellow Policy seeks to ensure:

- Clear understanding to the qualification criteria for the award.
- A detailed process on the Life Fellow nomination process.
- Assessment Process

3. Qualifying Criteria

- The nominee must be a fellow of the API
- Been a member of the API for at least 10 years.
- The nominee must be a financial member of the API.
- The nominee has rendered exceptional and conspicuous service to the API, e.g. the nominee has served on a API committee or been a Board Member.
- The nominee must be a Property professional (including retired Members who continue to be engaged in the property profession).
- The nominee is eminent and is a distinguished person in the Property Profession.
- The nominee has made an important contribution to the profession of property or materially advanced the profession of Property.
- The nominee can demonstrate a consistent upholding of the API's Code of Ethics and Code of Professional Conduct.

All of the Criteria listed above must be met by the nominee to enable the individual to be put forward for nomination.

4. Life Fellow Nomination Procedure and Assessment process.

Any Life Fellow, Fellow and/or Associate may propose a person for the category of Life Fellow.

An individual cannot nominate themselves as a Life Fellow.

The proposer is required to address these criteria as fully as possible without discussions with the nominee, giving reasons why the nominee is considered to be an appropriate candidate. The seconder may add supporting comments if desired.

The process that is to be followed is as follows:

- 1) Preparation of the Life Fellow Nomination Form. All areas of the qualifying criteria must be addressed in this form. As part of this process, a proposer and a seconder is required and details of whom will be outlined in the Life Fellow Nomination Form, together with signatures;
- 2) To solicit at least five, but no more than eight, written references capable of assessing the nominee's contributions against the qualifying criteria detailed in section 3. The proposer and seconder may not serve as a referee for a nomination under submission;
- 3) Endorsement of the Nomination by the relevant State Committee in the region in which the Nominee resides or has undertaken the majority of his/her practice and contribution to the API.
- 4) Submit the Life Fellow Nominations Form to the API Chief Executive Officer who will then pass on the forms to the Nominations Committee. The evaluation of the candidate against the qualifying criteria will be conducted by the Nominations Committee and a resolution recommending attribution of this membership status settled.
- 5) The Nominations Committee will put forward the qualifying Life Fellow nominations to the Board of Directors who will have final approval.

5. Related Documents

- Membership Policy
- API Code of Conduct

6. Evaluation

As part of a continuous improvement system this Policy and Guideline shall be reviewed annually, upon recommendation following review by senior management in consultation with staff or following changes to relevant legislation.