

Fellowship Nominations & Conferment Guidelines



Australian Institute of
Landscape Architects

The membership category of Fellowship is an honour that AILA may bestow upon registered members of AILA, and is made in recognition of distinguished service to AILA and the Landscape Architecture profession in Australia.

These guidelines outline the process for nomination, assessment and conferring of the Fellow.

NOTE: Honorary Fellows are appointed at the sole discretion of the AILA Board and do not form part of the scope of these guidelines.

Criteria

The criteria for fellowship are:

- a. Distinguished service to AILA
and
- b. Distinguished service to the profession of landscape architecture.

A. Distinguished Service to AILA

There should be a clear demonstration of support for AILA, its goals and objectives and participation in raising the profile and standing of AILA in the community generally, among other professions, industry, government and to students and other potential AILA members.

Distinguished service on the AILA Board or committee/working group, where the nominees' contribution is demonstrably greater than merely 'occupying a seat'. This greater contribution may be evidenced by:

- Executive Position(s);
- Significant policy, financial and/or administrative initiatives;
- Successful implementation of particular projects, task forces, committees, etc.;
- Role in National/State coordination and conferences;
- Direct service, advocacy and support to members and/or particular groups of members;
- Representation of AILA in external forums; and/or
- International liaison with other landscape architectural bodies.

Distinguished service to an AILA State or Territory Group/Board, where the nominee's contribution is demonstrably greater than merely occupying an Executive position or Sub-committee role.

This greater contribution may be evidenced by:

- Pivotal role in establishing, building up and/or maintaining the Group;
- Significant policy and/or administrative initiatives;
- Successful implementation of particular projects, task forces, committees, etc.;
- Role in National/State coordination and support;
- Conferences, seminars and CPD;
- Consistency of service over many years; and/or
- Representation of AILA in external forums.

Consideration is also to be given that the member has consistently upheld AILA Polices including Code of Conduct and the AILA Landscape Charter, particularly where a member has any documented evidence or disciplinary action taken against them.

B. Distinguished Service to the Landscape Architectural Profession

This covers a wide range of activities but is generally covered by the following:

- A clear demonstration of support for the profession of landscape architecture;
- Participation in raising the profile and standing of the profession in the community or sphere of influence generally, among other professions, industry and government;
- Receipt of awards and other forms of recognition, both from AILA and outside organisations;
- Participation in significant projects which raise the profile and standing of the profession;
- Establishment, improvement and long-term maintenance of educational or professional standards.
- Pioneering new areas for the profession;
- Providing a mentor and role-model role for young graduates;
- Achieving consistently high standards of work;
- High profile within the community or sphere of influence;
- Participation in research, publications, conferences and seminars; and/or
- Establishing and maintaining links with other professions, industry, educational institutions and government.



Nomination Procedure & Timeline

Nomination Procedure

1. The AILA Board, through its People Recognition Committee, will call for nominations once a year.
2. The initial nomination of the Registered Member is to be undertaken confidentially, without the knowledge of the member.
3. The AILA Fellow Nomination Form is to be completed by one Proposer and one Seconder, where:
 - Proposer and Seconder must be registered financial members of AILA.
 - Proposer and seconder cannot be employed at the same practice as each other.
 - Both parties must comply with the proposer and seconder declaration within the Nomination Form.
 - Existing awarded AILA Fellows will be contacted to support the People Recognition Committee should a conflict of interest arise and/or in support of the review of the fellowship nominations process.
 - The AILA Membership team will assist with vetting information relating to the membership status on the fellowship nominations received and provide feedback to the People Recognition Committee.
 - The People Recognition Committee and supporting Fellows will scrutinise the nominations received for Conflicts of Interest (COIs) and contact proposer and/or seconder should there be concerns relating to COIs and vet information as declared in the Nomination form.
 - A 'Citation' is to be completed by the Proposer and Seconder, and is to accompany the completed AILA Fellowship Nomination Form.
4. At the closure of the Fellowship nomination period, the nominations will be collated by AILA and presented to the People Recognition Committee for review.
5. The evaluated nomination forms, are presented confidentially to the Chapter Executive, for the purposes of verifying the information, providing any additional supporting information, and for commentary in relation to the nomination.
6. After the Chapter Executive has verified the nomination, the completed nomination form, citation, and any commentary from the Chapter Executive is provided to the People Recognition Committee.
7. The People Recognition Committee will evaluate the nominations and make recommendations to the AILA Board and CEO for Fellowship Nomination approval, or otherwise.

Conferring of Fellowship

1. If approved, the Nominee is invited to accept the Fellowship via a telephone call, and communication of this invitation is to come through the Chapter Executives (or as directed).
2. The Chapter Executives will work with the nominated Fellow to ensure the citation and record of service of the Fellow is full and accurate.
3. On acceptance, the following procedure applicable to confer the Fellowship with the appropriate prestige and status befitting the conferment:
 1. Chapter Executives will arrange an appropriate event for the recognition of the Fellowship in an environment surrounded by peers, colleagues and invited guests of the nominees' choosing.
 2. Publishing of the conferment on the AILA Website and AILA News with the approved citation.
 3. AILA may undertake media releases to publicise the conferment.

In this regard, it is noted that the ceremony for conferment of the Fellowship should be undertaken on a different cycle and occasion to the AILA Project Awards to ensure appropriate focus and recognition of people, versus projects.

Fellows will be conferred a bronze medallion and a lapel pin.

Timeline

The intention is for nominations to be considered by the People Recognition Committee and the AILA Board once a year, to allow co-ordinated assessment, publicity, and conferment ceremonies.

July - August	Open call for fellowship nominations
August	Close fellowship nominations
September	Completed nominations to be received and reviewed People Recognition Committee (PRC). The PRC is supported by Fellows (and by the AILA membership). Chapter Executives receive the nominations post-PRC review for verification and send back the verified forms to PRC.
October	PRC to review nominees and provide recommendations to the AILA Board for final approval or otherwise. AILA Board to make final evaluation.
November	Chapters to advise successful nominees and of conferral of fellowship. Nominee to confirm acceptance of conferral.



Confidentiality and Sensitivity

It is worth noting that applications for fellowship are to be made without the knowledge of the nominee, and prepared by peers. As such, initial information-gathering on that person may need to be 'covert', in order to maintain discretion. This process allows for discretion should the nomination not be successful.

The People Recognition Committee will look at Conflicts of Interest as declared and possible benefits the nominators may gain, such as personal or organisational prestige by association, an imbalance of Fellows in a single organisation, or cross-nomination in a short time frame especially if the nominees are not active.

If the nomination is successful, the initial invitation to the nominee allows them to fact check the citation and be involved in the conferment ceremony. This allows thoughts about acceptance speeches and being able to ensure friends and peers are invited to celebrate with the nominee. The public conferment should not be undertaken as a surprise. This public acclamation signifies the importance of the honour and allows for family and peer recognition.

Citation

The citation is to include:

- i. A brief summary (1 or 2 paragraphs) of the nominee's distinguished service. This will be used for promotions and the certificate.
- ii. In-depth information which clearly sets out a case as to why the nominee should be a fitting candidate for Fellow. This information is used by the AILA Board to make their recommendation and final decision

When preparing this information, consider that the AILA Board will (probably) not personally know the nominee. The information should lay out a compelling case as to why the nominee is deserving of a fellowship, based on the criteria outlined in the beginning of this document. The summary should be between 300 – 600 words (approximately).

- iii. Following acceptance of the Fellowship, the Chapter Executives will work with the new Fellow to ensure the citation is full and thorough. A copy of the citation will be kept in a central file location which is to be managed by AILA. The full and final citation, including the record of the new Fellow's achievements should be sent to admin@aila.org.au at the time the process is completed.

Examples of brief summaries

- a. The AILA Board has awarded a Fellowship to XXXX for her significant commitment to the profession of landscape architecture and to her enormous contributions and passion for improving the environment.

XXXX has contributed nationally to debates and

forums particularly on the subject of education and the future of the profession within Australia.

- b. XXXX has been nominated as a Fellow in recognition of his contributions to AILA and the profession through participation on the Chapter Executive and in the last two years as Chapter President. The Fellowship recognises his valued and on-going contributions to education and mentoring and to his initiatives in cooperative activities with other state groups.

The Fellowship acknowledges XXXX's high achievements in practice which have resulted in awards and the raising of the profile of the profession within the wider community.

- c. XXXX has been nominated as a Fellow in recognition of her contributions to AILA and the profession through participation on the AILA Board, the Chapter Executive and as Chapter President (21CC- CCC). The Fellowship recognises her on-going valued volunteer contributions to various AILA programs in particular the state awards and communications through online services.

The Fellowship also acknowledges XXXX's high achievements as a Landscape Architect in the State Government Service with responsibilities concerned with BBBB's planning system, spatial and content management systems and custodianship of the state-wide planning scheme mapping for BBBB.

Examples of in-depth information

- a. XXXX is a Registered Landscape Architect who is a renowned industry leader and advocate for the profession of landscape architecture in tropical North Queensland. He has been a role model for other landscape architects working in far North Queensland from the time he moved to Cairns and started his own practice in 1995, having employed and mentored a number of staff across that time.

XXX has been instrumental in initiating and shaping the renewal of Cairns through his significant project leading the development of CCCC along the City's foreshore. This is an iconic project, acknowledged as Cairns' premier open space; a project which makes a broader contribution to the economic, social, cultural and environmental aspirations and values of the City and regional north Queensland.

XXXX is also actively involved with, and a supporter of, AILA Queensland's Far North Queensland (Cairns based) group and has been a mentor to landscape architects applying for their AILA Registration.



XXXX is very approachable, helpful person of generous spirit who acts with integrity, both in the profession and outside it. As a current and long-term member (including President) of Rotary Central Club in Cairns, XXXX contributes to a better community, locally and beyond, being part of a network of professional and community leaders who strive to make the world a better place through practical efforts to promote integrity, understanding, goodwill and peace.

In terms of contribution to professional practice, XXXX has over 30 years' experience in the landscape industry and has over 20 years' experience in tropical North Queensland. He has been responsible for a number of high profile projects including a, b, c and d. XXXX has extensive experience in coastal foreshore projects and has a strong understanding of the need to deliver projects that have community support whilst always providing leading edge design solutions suited to the local environment.

XXXX's professional roles include his current position as Director and Manager of BBBB Cairns Office, since 2005 and his prior role as Director of his own practice in Cairns CCCC Landscape Architects (1995 – 2009). His experience also includes employment with DDDD in Brisbane and with the Department of Housing and Local Government and Planning.

- b. XXXX is a Registered Landscape Architect with AILA, who has made an outstanding contribution to the industry for over 30 years. XXXX's commitment to sustainable design is evident in many of her projects, and as such she has been acknowledged through many award accolades.

Not only are XXXX's designs recognised, her leadership and mentoring abilities are also widely acknowledged by the industry and peers. XXXX is very committed to the industry as a whole and supporting future talent as evidence through her regular lecturing and support of UNSW, as an active member of the AILA accreditation panel and End of Year Landscape Architecture Exhibition sponsorship.

XXXX is passionate about the landscape industry and actively seeks the opportunity to attend or participate in relevant conferences and seminars where she is able to deliver talks and share her expertise or further her knowledge. She is a firm believer in knowledge sharing and is very active on this front – always encouraging her team and colleagues across her studios around the world to share lessons learned and best practice. She challenges the 'norm' to help deliver outstanding

solutions to her clients and their projects, not for recognition, but sheer passion for the value of good design and its enduring impact in our cities and communities.

XXXX has held positions on the AILA NSW executive, being President from date - date and also as Secretary of the South Australian Chapter from date to date. She is also a Member Associate of the UK Society of Landscape Architects and Member of the Australasian Regional Association of Zoological Parks and Aquaria.

In terms of her contribution to professional practice, XXXX has over 25 years of experience gained through a wide range of landscape architecture and urban design projects, having worked as a landscape architect in the private and public sectors in Australia and the United Kingdom. She was a founding partner and principal landscape architect in a successful Melbourne based practice and has played an important role at CCCC, being a founding Principal of the NSW Studio in 2001 and head of the Landscape Architecture discipline for over 8 years.

Over her career, XXXX has established herself as a respected designer with a variety of specialist skills in multiple sectors. XXXX has a particular interest in site planning/urban design and WSUD, however, her unique ability for the design of zoological parks has earned her the reputation for revolutionising the zoo experience. XXXX's vision "insert quote".

XXXX's projects that she has led have received numerous National and State awards, including -

insert projects and name of award received

Some of her other nationally nationally-significant projects include -

insert projects and region where they are located.

Feedback

The People Recognition Committee is very receptive to feedback and welcomes comments as part of regular review of the *Fellowship Nomination and Conferment Guidelines*.