

# NOMINATION GUIDE

## 2025 Volunteer Manager of the Year Awards



# Acknowledgements

VolunteeringACT acknowledges the Ngunnawal people as the traditional custodians of the Canberra Region and recognises any other peoples or families with connection to this Country. We acknowledge and respect their vital ongoing contributions to the community and are committed to reconciliation. We will continue to walk alongside First Nations Peoples and embrace the traditions, stories, and wisdoms of the oldest continuing cultures in the world.

This document was created on Ngunnawal Country.

VolunteeringACT also acknowledges people of all abilities, genders, and sexualities, and from all cultures. Their skills, expertise, and time are critical to delivering services and programs, and making Canberra a better place to live.

We also acknowledge the contribution of volunteer involving organisations that contribute to the health and happiness of our community.







In frame (left to right)

Jean Giese, CEO VolunteeringACT; Greta Mauwa, winner, 2024 Volunteer Manager of the Year Awards (Excellence in Inclusion); Kathleen Rampant, winner, 2024 Volunteer Manager of the Year Awards (Excellence in Best Practice) and Helen McKenna, Deputy Chair, VolunteeringACT

"Volunteer managers are the force behind thriving volunteering communities. Their leadership and dedication enable our local volunteers to give their best. This award is our way of recognising managers who go above and beyond to make volunteering meaningful, impactful, and inclusive.

I encourage you to nominate a volunteer manager whose work has shaped and strengthened the volunteer programs in your organisation and community – they deserve to be seen and celebrated."

**Jean Giese, CEO VolunteeringACT**

# Welcome!



VolunteeringACT invites you to nominate your outstanding volunteer manager or volunteer management team for the 2025 Volunteer Manager of the Year Awards.

The Volunteer Manager of the Year Awards is an annual celebration for volunteer managers in the ACT and surrounding areas. This event elevates the profile of volunteer management as a profession.

The award is presented to an individual whose leadership and inclusive practices have shaped and strengthened volunteer programs in their organisation and/or community.

The awards are held in recognition of International Volunteer Managers Day, celebrated on 5 November annually.

## Accessibility support

VolunteeringACT is committed to making this nomination process accessible for people of all backgrounds and abilities. If you need support, we are here to help.

- If you would like to receive this guide in a larger print or another format, contact our events team on 02 6251 4060.
- If you would like this guide translated into another language, contact Translating and Interpreting Service (TIS) at 131 450 for free assistance.
- If you are deaf or hard of hearing, contact the National Relay Service at 131 677 and then ask for 133 427 for free assistance.

## Key dates

<b>25 AUGUST</b> MONDAY  Nominations open for 2025 Volunteer Manager of the Year Awards	<b>1 OCTOBER</b> WEDNESDAY  Nominations close for 2025 Volunteer Manager of the Year Awards	<b>5 NOVEMBER</b> WEDNESDAY  Volunteer Manager of the Year awards ceremony
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## Definitions

In this guide, we define the terms volunteer manager, nominee, and nominator as follows:

- **Volunteer manager/nominee:** An individual or team who manages, coordinates, or leads volunteers in the Canberra Region in a paid or unpaid capacity. Their roles and responsibilities include leading and managing volunteers, regardless of their position title in an organisation.
- **Nominator:** An individual or organisation who submits a nomination form about a nominee for the awards.





*Winners and highly commended recipients for 2024 Volunteer Manager of the Year Award*



*Speaker from Meridian at the Volunteer Leaders Seminar*



*L-R: Beth Garwood, Winner, 2023 Volunteer Manager of the Year (Excellence in Best Practice); Kathleen Rampant, Winner, 2024 Volunteer Manager of the Year Awards (Excellence in Best Practice); Greta Mauwa, Winner, 2024 Volunteer Manager of the Year Awards (Excellence in Inclusion) and Jean Giese, CEO VolunteeringACT*



*Panel discussion at the Volunteer Leaders Seminar*



*Auslan interpreter at the Volunteer Leaders Seminar*

# Eligibility criteria





Nominations can be submitted for an individual volunteer manager or a volunteer management team that has made a notable contribution to the ACT community.

This might include areas such as community work, sport, education, science, culture, arts, or environment.

Nominations are accepted for any individual or team -

- who manages, coordinates or leads volunteers in the Canberra Region in a paid or unpaid capacity
- whose roles and responsibilities include leading and managing volunteers, regardless of their position title in the organisation
- has been actively involved in volunteer management in the Canberra Region in the last 12 months

Nominations can be submitted for volunteer managers who were nominated in previous years; however, they must be active in their role in the last 12 months.

All nominees of the Volunteer Manager of the Year Awards will receive a complimentary ticket to attend the Volunteer Leaders Seminar.

# Award categories



The 2025 Volunteer Manager of the Year Awards has three categories to guide nominations. An award may not be given in every category. The judging panel will only present an award where a nomination is of sufficient merit.

## **Volunteer Manager of the Year – Excellence in Best Practice**

This award recognises a volunteer manager who demonstrates exceptional skills in implementing the National Standards for Volunteer Involvement. The nominee excels in volunteer recruitment, training, support, and recognition, creating programs that maximise both volunteer satisfaction and community impact through strategic planning and innovative approaches.

## **Volunteer Manager of the Year – Excellence in Inclusion**

This award recognises a volunteer manager who has made outstanding efforts to create safe, accessible, and inclusive volunteering opportunities in their programs/organisation. The nominee demonstrates commitment to removing barriers, advancing diversity, and ensuring that volunteers from all ages, abilities, genders, and sexualities and from all cultures can meaningfully participate and contribute to the organisation's goals.

## **Volunteer Management Team of the Year**

This award recognises a collaborative team that delivers exceptional volunteer programs. The nominated team demonstrates strong coordination, shared vision, and collective impact in supporting volunteers, with evidence of effective teamwork, communication, and innovative approaches that enhance the overall volunteer satisfaction and organisational outcomes.

# Selection criteria





There are two selection criteria to assess a nominee's work and impact in the organisation and/or community. We encourage nominators to provide as much information as possible.

### **Profile brief (300 words):**

Describe the nominee's roles and responsibilities. This can be within one or across several volunteering programs/organisations. The profile can include details about the size and scope of the volunteer program, how the nominee overcame specific challenges in the volunteering program or developed opportunities to make programs more inclusive and accessible. Nominations should highlight the impact of the work in the organisation or community at large.

### **Demonstration of leadership and inclusion (300 words):**

Elaborate on the nominee's work and how they demonstrate leadership skills in volunteer management and advance inclusive practices in the program/organisation. This can also include examples on innovative approaches to reduce barriers to volunteer participation, mentoring provided to volunteers and/or other team members, or demonstration of a consistent approach to volunteer management across the team.

# Nomination process



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VOLUNTEER MANAGER OF THE YEAR AWARDS  
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The information below guides the nominator through the steps necessary to submit an effective nomination.

## Nominee consent

To nominate a volunteer manager or a volunteer management team for the awards, the nominator must ensure the nominee has consented to their nomination in writing or verbally. If they do not consent, please choose another volunteer manager or volunteer management team to nominate.

By submitting the nomination form, the nominator agrees they have the following permissions from the nominee:

- Nominee's consent to VolunteeringACT using their information and photograph for the event promotion and our forthcoming projects.
- Nominee's confirmation there are no legal, reputational, or other issues that may bring themselves, their nominating organisation, or VolunteeringACT into disrepute should they win an award.
- Nominee's agreement that should any legal, reputational, or other issues arise between the date of nomination and the awards ceremony that may bring themselves, the nominating organisation, or VolunteeringACT into disrepute, VolunteeringACT will be made aware of these issues as soon as possible.

The nominee and the nominator will both receive a confirmation email from VolunteeringACT once the nomination is approved as containing all relevant items. If the nominee informs us that they do not wish to be nominated, we will withdraw the nomination from consideration.

## Submit a nomination

This section explains the steps involved in submitting a nomination.

Nomination forms are available on our website, [www.volunteeringact.org.au](http://www.volunteeringact.org.au).

- Nominations can be submitted for more than one volunteer manager and/or volunteer management team. Please submit a separate nomination form for each nominee.
- A nominee can be nominated for more than one award category. Please submit a separate nomination form for each category.

### **In the nomination form, the nominator is required to:**

- Provide contact details of the nominator
- Provide contact details of the nominee
- Select which award category applies to the nomination being submitted
- Answer both selection criteria in up to 300 words each
- Upload supporting documents (optional) such as website links, social media profiles, blog posts or media articles about the nominee's work, photographs of the nominee's work or achievements, letters of support.
- Upload the nominee's photograph (please check the photograph guidelines below)
- Accept the terms and conditions of the nomination, both as a nominator and on behalf of the nominee.



## Photograph guidelines

- Make sure photographs are high resolution and preferably in a landscape layout. A simple portrait shot against a plain background can be submitted.
- Avoid submitting images from group lunches or cropped images from social gatherings. We are looking for visuals that best represent the nominee's dedication and hard work in their field.

## Tips for writing a nomination form

The Volunteer Manager of the Year Awards are an excellent opportunity to recognise, acknowledge, and celebrate volunteer managers for their exceptional contributions to our community.

Below are some tips to ensure your application stands out!

- Read the descriptions of each award category carefully to ensure you select the most appropriate category for your nominee.
- Consider your nominee's dedication, impact, and contribution over the past 12 months.
- Provide specific and measurable examples to demonstrate the impact of your nominee's efforts. Get help from your team who may have different perspectives.
- Start early! Writing a persuasive nomination application can take time. We encourage you to start early by collecting all required information and highlighting what makes your nominee stand out.

# Judging process



A judging panel is appointed to select the winners and highly commended for all categories of the Volunteer Manager of the Year Awards.

All judges disclose existing and/or potential conflicts of interest. Judges with a conflict of interest do not evaluate nominations where they have a conflict of interest.

- An award may not be given in every category. The judging panel will only present an award where a nomination is of sufficient merit.
- The judging panel may consider nominations in a different category if they deem it more suitable for another category.
- All nominees (except award winners and highly commended recipients) will receive a certificate of recognition. These can be collected at the end of the ceremony from the registration desk.



# Frequently asked questions





**What is the purpose of the Volunteer Manager of the Year Awards?**

The Volunteer Manager of the Year Awards is an annual celebration for volunteer managers and coordinators in the ACT and surrounds. This event elevates the profile of volunteer management as a profession.

The award is presented to an individual or team whose leadership and inclusive practices have shaped and strengthened the volunteer programs in their organisation and/or community.

**How many award categories are there?**

The Volunteer Manager of the Year Awards has three categories:

- Volunteer Manager of the Year – Excellence in Best Practice
- Volunteer Manager of the Year – Excellence in Inclusion
- Volunteer Management Team of the Year

**Who can be nominated for the Volunteer Manager of the Year Awards?**

Nominations can be submitted for an individual volunteer manager or a volunteer management team that has made a notable contribution to the ACT community. This might include areas such as community work, sport, education, science, culture, arts, or environment.

Nominations are accepted for any individual or team -

- who manages, coordinates or leads volunteers in the Canberra Region in a paid or unpaid capacity
- whose roles and responsibilities include leading and managing volunteers, regardless of their position title in an organisation
- has been actively involved in volunteer management in the Canberra Region in the last 12 months

Nominations can be submitted for volunteer managers or coordinators who were nominated in previous years; however, they must be active in their role in the last 12 months.

**Can I nominate a person outside of Canberra Region?**

No, nominees must be working in the Canberra Region and must be active in a volunteer management role in the last 12 months.

**What are the selection criteria for the awards?**

There are two selection criteria to assess a nominee's work and impact in an organisation and/or the community. We encourage you to provide as much information as possible.

- **Profile brief (300 words):** Describe the nominee's roles and responsibilities. This can be within one or across several volunteering programs or organisations. The profile can include details about the size and scope of the volunteer program, how the nominee overcame specific challenges in the volunteering program or developed opportunities to make programs more inclusive and accessible. Nominations should highlight the impact of the work in the organisation or community at large.
- **Demonstration of leadership and inclusion (300 words):** Elaborate on the nominee's work and how they demonstrate leadership skills in volunteer management, or advanced inclusive practices in a program or organisation. This can also include examples on innovative approaches to reduce barriers to volunteer participation, mentoring provided to volunteers and/or other team members, or demonstration of a consistent approach to volunteer management across the team.

**How do I submit the nomination?**

The nominations need to be submitted via the online nomination form available on our website.

**When do the nominations close?**

The nominations will close at 4pm on Wednesday, 1 October 2025.

**Can I nominate an unpaid volunteer manager or volunteer management team?**

Yes, you can nominate an unpaid volunteer manager, volunteer coordinator, or volunteer management team.

**Can I nominate more than one person?**

Yes, you can nominate more than one person or team. Please submit a separate nomination form for each nominee.

**Do I need to tell the nominee that I am nominating them?**

Yes, you must seek consent from the nominee before submitting a nomination. If the nominee does not consent, please choose another volunteer manager or volunteer management team to nominate. The nominee and the nominator will both receive a confirmation email from VolunteeringACT once the nomination is approved as containing all relevant items. If the nominee informs us that they do not wish to be nominated, we will withdraw the nomination from consideration.

**Can I revise the nomination after submission?**

Once submitted, nominations are considered final. However, if you have significant updates before the closing date, Wednesday, 1 October 2025, you can contact us at [events@volunteeringact.org.au](mailto:events@volunteeringact.org.au) to revise the nomination. VolunteeringACT will not accept responsibility for lost, late, incomplete, or incorrectly submitted nominations.

**What is the judging process?**

A judging panel is appointed to select the winners and highly commended for all categories of the Volunteer Manager of the Year Awards. All judges disclose existing and/or potential conflicts of interest. Judges with a conflict of interest do not evaluate nominations where they have a conflict of interest.

- An award may not be given in every category. The judging panel will only present an award where a nomination is of sufficient merit.
- The judging panel may consider nominations in a different category if they deem it more suitable for another category.

### **What will the nominee's photographs be used for?**

The photographs will be used to promote the 2025 Volunteer Manager of the Year Awards across our marketing and communication channels including website, newsletters, and social media platforms. They may also be used to promote our forthcoming projects including 2026 Awards. Post-event, we will also share the photographs with media organisations for promotional engagements.

If you do not have a photo of your nominee at the time of submitting the nomination form, please upload the company logo as a placeholder and provide us with the nominee's photograph as soon as possible to [events@volunteeringact.org.au](mailto:events@volunteeringact.org.au).

### **When will the awards be presented?**

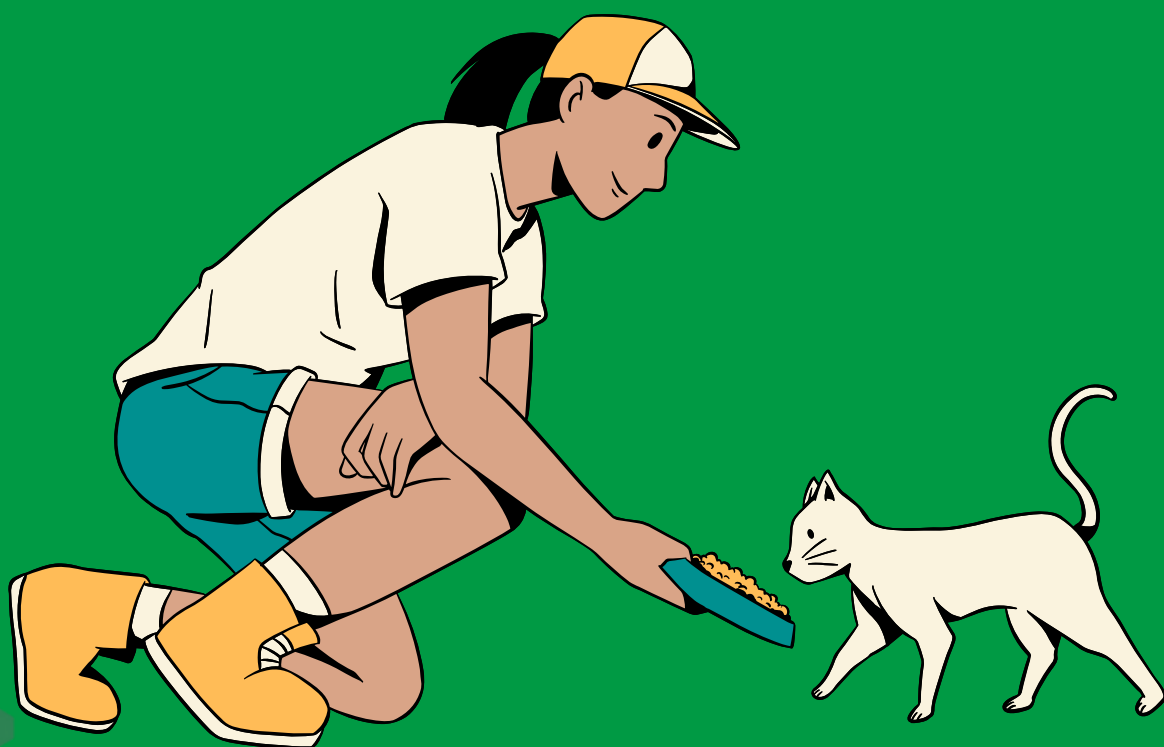
The awards will be presented at the Volunteer Leaders Seminar on Wednesday, 5 November 2025 which will be held at Denman Village Community Centre.

### **Who can attend the Volunteer Manager of the Year Awards?**

All nominees and nominators will be emailed an invitation to attend the awards ceremony in-person or virtually. Nominees will also receive a complimentary ticket to attend the 2025 Volunteer Leaders Seminar.



# Consent & privacy



VolunteeringACT will abide by its privacy policy and the Privacy Act 1988 when handling all nominators' and nominees' information and photographs for the 2025 Volunteer Manager of the Year Awards.

Please note that the nominee and the nominator will both receive a confirmation email from VolunteeringACT once the nomination is approved.

By submitting the nomination form, you, the nominator, agree to the listed terms and conditions -

**As a nominator:**

- You have received the nominee's consent to be nominated.
- You have followed your organisation's policies and procedures in putting forward this nominee for an award.
- You agree your organisation is not aware of any reason this nominee would bring themselves, your organisation, VolunteeringACT or the 2025 Volunteer Manager of the Year Awards into disrepute should they receive an award.
- You agree should there be any legal, reputational, or other issues that may bring yourself, the nominee, the nominating organisation, or VolunteeringACT into disrepute that arise between the date of nomination and the awards ceremony that VolunteeringACT will be made aware of these issues as soon as possible.
- All information provided is accurate and true to your knowledge.
- The nominee's photograph(s) are per the guidelines provided.
- Completed nominations must be submitted by 4pm, Wednesday, 1 October 2025. VolunteeringACT will not accept responsibility for lost, late, incomplete, or incorrectly submitted nominations.

**On behalf of the nominee:**

- Nominees consent to VolunteeringACT using their information and photograph for the event promotion and our forthcoming projects.
- Nominees confirm that there are no legal, reputational, or other issues that may bring themselves, their nominating organisation, or VolunteeringACT into disrepute should they win an award.
- Nominees agree that should any legal, reputational, or other issues arise between the date of nomination and the awards ceremony that may bring themselves, the nominating organisation, or VolunteeringACT into disrepute, VolunteeringACT will be made aware of these issues.



## Thank you!

Thank you for your interest in the 2025 Volunteer Manager of the Year Awards.

If you have any questions, feel free to contact us.

- **Phone:** 02 6251 4060
- **Email:** [events@volunteeringact.org.au](mailto:events@volunteeringact.org.au)
- **Website:** [www.volunteeringact.org.au](http://www.volunteeringact.org.au)

## Disclaimer

Award winners are nominated by the Canberra Region community. When we consider the volunteer manager awards, we examine a nominee's contribution and do our best to ensure the recipients are of a suitable character.

We ask nominators and their nominating organisations to confirm there are no legal, reputational, or other issues that may bring themselves, their nominating organisation, or VolunteeringACT into disrepute should they win an award. We are not able to undertake police checks for all nominees or award recipients.

We understand that not all members of the community have the same experience with nominees as those who nominated them for recognition.

