ASSOCIATION FOR LEARNING ENVIRONMENTS
Enhancing the Educational Experience
Australasia

CHAPTER HONOURS AWARD

Protocol, Criteria and Assessment

Updated 25 March 2026

1. INTRODUCTION

1.1. The award of Chapter Honours is an honour that Learning Environments Australasia can bestow on an individual and is done so in recognition of those who have made an outstanding contribution to our Chapters.

2. THE AWARD

2.1. The Australasian Executive (Board) may grant, by resolution, Chapter Honours upon any person who is eligible for membership to LEA, and who in its opinion have rendered special service to an Australasian Chapter of LEA.

2.2. There will be no limit to the number of Chapter Honours awarded annually.

3. CHAPTER HONOURS ELIGIBILITY + CRITERIA

3.1. Active membership of LEA of at least fifteen (15 years)

3.2. Active service to LEA of at least eight (8) years at Chapter level

3.3. Held an Officer Position at Chapter level

3.4. Is supported by two (2) independent letters of recommendations. These independent letters of recommendations are not to be provided by the nominator or seconder, and as per clause 3.4.1.

3.4.1. Independent Person is defined as "*any person not in the employ of the application subject, and not the application nominator or seconder".*

3.5. Demonstrated exceptional service and contribution to LEA

3.5.1. Exceptional service and contribution is defined as *"being a contribution above and beyond the normal contribution made by a member in the course of their service to LEA, eg: a record of long or high service in the association; a long and sustained record of recognised excellent work, contributions and service; or a similar achievement in progressing the vision and mission of LEA.*

4. NOMINATION BY

4.1. Any member of current financial standing may nominate another member for a chapter honours.

4.2. Every nomination must also be seconded by another member of current financial standing.

4.3. Chapters may also initiate a nomination which would then be proposed by the Chair of the Chapter and seconded by another committee member.

5. ASSESSMENT

5.1. The following weighted score criteria are to be used to assist in guiding the Chapter Honours Selection Panel:

5.2.

Points	Criteria
0	Compliant application (including service years: YES or NO)
5	Officer Position at Chapter level
5	Committee Position at Chapter level
10	Presentations and/or publications, and/or conferences and/or other contributions
30	Two (2) independent letters of recommendations focusing on LEA roles, contributions, service etc. See clause 3.4
50	Demonstrated exceptional service and contribution to LEA

6. APPROVAL PROCESS – SELECTION PANEL

6.1. The Chapter Honours Selection Panel and the Life Membership Selection Panel are the same panel, as appointed annually by the LEA Executive.

6.2. Nominations referred to a special Chapter Honours Selection Panel for recommendation, who can ask for further substantiation information in its consideration of nominees, if required. Recommendation by the special panel provided to LEA Executive, with simple majority required.

6.3. The panel members to include four (4) members, including:

6.3.1. One member of current LEA Executive Team

6.3.2. An existing Life Member or active member of long standing

6.3.3. Two members nominated by LEA Executive

7. NOMINATION PROCESS

7.1. All nominations must be submitted via the online form by the closing date.

8. BENEFITS

8.1. Certificate of Chapter Honours with citation

9. CHAPTER HONOURS ANNOUNCEMENT + PRESENTATION

9.1. Award to be a certificate and citation, announced and presented in person at the Annual General Meeting (AGM).

9.2. If the recipient is not in attendance at the AGM, the recipient's Chapter Chair or Chapter representative will accept the award on the recipients behalf and honour the recipient at a Chapter event.