

Honorary Associate Position Policy

Contents

1.	Purpose.....	1
2.	Policy.....	1
3.	Conditions.....	2
4.	Procedure	2
5.	Term.....	2
6.	Renewal	2
7.	Reporting.....	2
8.	Responsibilities	2
9.	Related Documents	3
10.	Definitions.....	3
11.	Proviso	3
12.	Approval and Review Details	3
	Attachment A - Honorary Associate Nomination.....	4
	Attachment B - Honorary Associate Appointment Letter Template	5

1. Purpose

The intent of this policy is to clarify the position and process of the Zoo and Aquarium Association Inc (the Association) in relation to the appointment of an honorary associate.

2. Policy

- 2.1 The Association may confer the position of Honorary Associate on a person as recognition of his or her association with, or contribution to, the professional work of the Association. This policy document covers the conferral of the Honorary Associate title.
- 2.2 The position of Honorary Associate may be granted on persons who make a substantial contribution, usually on a continuing basis, to the work of the Association. Contributions may include: collaboration on document and policy development, research into specific species, assistance with government policy development.
- 2.3 An Honorary Associate title may be granted on:
 - (a) retired or current academic or research-only academic staff of universities or other relevant zoological, social or conservation scientific organisations or individuals who wish to continue or further develop a significant collaboration with the Association.

3. Conditions

- (a) The Executive Director will specify and authorise the privileges applying to individual position holders. These may include the use of information and participation in Association activities.
- (b) All position-holders are subject to the Association's *Code of Conduct*, and other relevant policies. Positions may be revoked if the Executive Director and/or the Association Board consider that the position holder is no longer contributing sufficiently or appropriately to the direction and performance of the Association, or when the position holder has breached a relevant policy or the *Code of Conduct*.
- (c) The granting of an Honorary position does not establish an employment relationship, nor alter any employment relationship that currently exists, nor does it entitle the recipient to any salary payment nor alter any salary payments that currently exist.

4. Procedure

Following consultation with relevant members of the Association staff, the Member Support and Operations Manager prepares a nomination for the granting of the position, including:

- (a) the proposed term, responsibilities, and rights/privileges.
- (b) the nominee's full curriculum vitae.
- (c) This nomination is forwarded to the Association Board for approval.

5. Term

Positions are granted for up to two years.

6. Renewal

Positions may be granted for a further term subject to the continuing contribution of the recipient, on the recommendation of the Executive Director and the approval of the Association Board.

7. Reporting

The Honorary Associate and/or their nominator provide a report for the Association on their activities and contributions to the Association as required or as requested.

8. Responsibilities

Will be specific to the individual nominated as Honorary Associate and will be specified in the nomination.

9. Related Documents

This policy is to be read in conjunction with the following policies, procedures and guidelines of the Association:

- (a) Constitution
- (b) Policy – Members

10. Definitions

Constitution means the *Constitution* of the Association, as amended from time to time.

The Association means the Zoo and Aquarium Association Inc. (ABN 71 836 556 156).

11. Proviso

The intent of this policy is to provide a framework for the majority of activities undertaken by Association members/subscribers. Any issue/concern which arises that is not covered by this policy, but falls within the purpose of the policy, will be included and addressed by the Association Board, or their delegate, in the best interest of the Association and its membership.

12. Approval and Review Details

Approval History	Details
Approval Authority	Association Board
Relevant Committee and/or Stakeholders	
Original Approval Date	18/04/2012
Last Review Date	22/05/2025
Next review date	22/05/2030

This document should be reviewed within five (5) years of the date of approval or last review.

Amendment History Approved / Amended / Rescinded / Reviewed	Authority	Date	Description / Notes
Approved	Board	15/07/2015	Minor changes on approved by Board
Reviewed / Approved	Board	18/08/2020	Reviewed and updated references
Approved	Board	22/05/2025	Minor revisions

Attachment A - Honorary Associate Nomination

PERSONAL DETAILS OF NOMINEE

TITLE	
NAME	
POSTAL ADDRESS	
PHONE	
MOBILE	
EMAIL	

REASONS FOR APPOINTMENT

Purpose of appointment (please state contribution and responsibilities below)

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APPOINTMENT DETAILS

Proposed term of appointment (2 years):

START	
END	

Responsibilities and rights/ privileges:

Privileges:

- Receive the monthly ZAA newsletter
- Discounted rates to ZAA conferences and workshops
- Access to the ZAA Portal

ENDORSEMENT

This Honorary Associate application was endorsed by the Zoo and Aquarium Association Board.

ENDORSEMENT DATE:

CONDITIONS (IF APPLICABLE):

Attachment B - Honorary Associate Appointment Letter Template

Date

[Name]

[Address]

Dear [Recipient's Name],

I would like to congratulate you on being nominated as an **Honorary Associate** of the Zoo and Aquarium Association Australasia (ZAA). This honorary position is conferred for a period of **two years** from the date of this letter.

Positions may be extended for a further term based on continued contribution, subject to the recommendation of the Executive Director and approval by the Association Board.

As an Honorary Associate, you are granted **complimentary membership** to the Association for the duration of your tenure. This includes access to the Association website, selected information, and entry to certain member organisations. You are also subject to the Association's **Code of Conduct** and other relevant policies (please see attached).

Please note the following important limitations of this honorary role:

- The position does **not establish or alter any employment relationship**, nor does it entitle the recipient to salary or remuneration.
- Honorary Associates **do not formally represent the Association** in any official capacity unless explicitly authorised by the Executive Director or the Board.
- Access to **confidential or sensitive information** is restricted and will be granted only where appropriate and necessary, in line with ZAA's policies.
- The **Honorary Associate Position Policy** outlines further details regarding conditions, renewal, responsibilities, and boundaries of the role (attached).

Your membership details, including username and password, will be forwarded to you shortly.

We look forward to a mutually beneficial relationship. If you have any questions, please contact us at admin@zooaquarium.org.au.

Yours sincerely,

[Name]

Executive Director

Enclosure:

Code of Conduct

Honorary Associate Position Policy