

# Nominations for Admission to and Promotion in The Order of St John NOTES FOR NOMINATORS



1. Decide whom you want to nominate for admission or promotion, ensure that your relationship with the candidate will not put you in a "Conflict of Interest" situation as defined under Point 31, and

*On the appropriate nomination form:*

2. Enter the Candidate's personal details at Section A.
3. Enter their service record at Section A.
4. Describe why they should be considered for membership, justifying throughout the impact the candidate has made on the Order in Section B.
5. Enter any relevant activities outside St. John in Section B-4.
6. Write a short citation suitable for public use in Section C, referring to the Order Values as defined under Point 25.
7. Sign in Section E – remember your responsibility to the Order.
8. The process is **CONFIDENTIAL** – don't tell the candidate!

## **Recognition of achievement; successful discharge of responsibility; notable or selfless service; inspiration and encouragement to others**

1. A person is admitted to the Order of St John or is promoted in it because in some way the service of that person to St John has stood out. The headline above summarises this by referring to the recognition of achievement, the successful discharge or responsibility, the performance of notable or selfless service, or the inspiration and encouragement of others. A candidate will be assessed for admission or promotion on the basis of the information given in the Nomination Form. The information given should be clear and precise. This guidance is intended to ensure that, so far as possible, all relevant facts relating to a candidate are put forward. These notes are based on the Grand Council document entitled Statement of Criteria for Admission to and Promotion in the Order issued in 2006 and subsequently amended in 2011 and 2014. In case of doubt, you should consult that document.

## **Grade Standards**

2. Grade Standards are prescribed for each Grade. In all ordinary circumstances a candidate will only be admitted to or promoted in the Order if the candidate meets the terms of the relevant Grade Standard. In exceptional circumstances a candidate may be admitted or promoted if they do not fall within the terms provided, but that there is the same quality of achievement, discharge of responsibility or selfless service.

The Grade Standards are set out in Points 3 to 7.

### 3. Member (Grade V)

The candidate shall have performed notable and committed service over and above their peers at a national, regional, or local level, such service having been to the benefit of the Order, a Council or Adjunct Training Centre, through its high quality or persistence.

### 4. Officer (Grade IV)

The candidate shall either:

- Have achieved over an extended period in a supporting role at a national level a quality of performance over and above that which might ordinarily be expected of a person in their role; or
- Have at a regional or local level over an extended period exercised successful and distinguished leadership or made a high level of specialist contribution.

### 5. Commander (Grade III)

The candidate shall either:

- Have achieved an exceptionally high quality of performance in his or her role at a national, regional, or local level, such achievement being demonstrated by, for example, proven innovation or effective governance; or
- Have exercised at a national or regional level, successful and effective leadership in a prominent role, carrying major responsibility.

### 6. Knight/Dame Grade II

The candidate shall over a sustained period or in circumstances of acute crisis or pressure have made an outstanding contribution to the Order, or an Establishment by leadership or demonstrable achievement in a position carrying major responsibility, such leadership and achievement being seen as significant and inspirational. This leadership or achievement will usually have been at an international, national or regional level but in exceptional cases may have been at a local level.

### 7. Grand Cross (Grade I)

The candidate shall have demonstrated the utmost integrity, loyalty and devotion to the Order, and over an extended period shall have made a pre-eminent contribution to the Order or the Priory of Canada by exceptional successful and sustained leadership at either or both a national or international level.

NOTE: Call for nominations for Grand Cross (Grade I) is initiated by St. John International. A separate form is prescribed for nominations for promotion to Grade I.

## **Grade of Admission**

8. In most circumstances a person will be admitted to Grade V, but in exceptional circumstances may be admitted to Grade IV or III where this is justified on the basis of outstanding merit.

## **Timing of Admission and Promotion**

9. The basic principle is that a person may be admitted to the Order when his or her merits have been demonstrated. Save in the most extraordinary circumstances, it will be necessary for a person to make his or her contribution to the work of the Order over a period of time before that person's merits can be properly assessed, and that period is likely to vary according to the degree of responsibility held. As a *guide* only – it is stressed that these are not firm rules – such periods of time might be:
  - a) where the person does not have a position of significant responsibility within the Order or an Establishment (5 years);
  - b) where the person does have a position of significant responsibility (3 years); or
  - c) where the person has a position of major responsibility at national or regional level (2 years)
10. These periods are only guides as to what is likely to be appropriate in ordinary circumstances. In particular cases it may be possible to assess merits within a shorter period. But it is stressed that there is no implication whatever that a person will be admitted at the end of the stated period, or at all. The test of admission is not time but merit, achievement and an ability to reflect the ethos and values of the Order amongst those with whom the candidate works.
11. It is possible for a member of the Order in one Grade to be advanced to a higher Grade on the basis of demonstrated merit. Promotion is never automatic. In particular, a member is not promoted merely because they have assumed a particular office in the Order or an Establishment.
12. Furthermore, where a person has been admitted to the Order or has been previously promoted in recognition of his or her contribution in a particular role, promotion does not follow because of the continuance of the same quality of contribution in that role, irrespective of the length of time for which that contribution continues, but promotion might follow from an enhanced quality of contribution in the same role, whether or not that is accompanied by the performance of additional duties.
13. As a very broad guide, in normal circumstances there is likely to be a minimum period of about five years before a member of the Order in one Grade is considered for promotion to a higher Grade. This is by no means an absolute rule, but the shorter period which has elapsed since the member was admitted in or promoted to his or her existing Grade, the greater the difficulty in that person's merits being clearly demonstrated.

## **Completion of the Form**

14. General notes to assist with completion of the form are as follows:

- a) the following are examples of titles that may be used: The Rt. Hon, The Hon, Mr, Mrs, Miss, Ms, Professor, Dr, The Revd. Note: “Dr” should be used only in the case of medical doctors. Substantive military ranks may also be used, where applicable. If the Candidate prefers not to use any prefix, please insert “None”;
- b) the only post-nominal letters included shall be those indicating:
  - i. membership in an officially recognized Canadian, provincial or Commonwealth order as outlined in Order in Council 1998-591;
  - ii. award of any officially recognized Canadian, provincial or Commonwealth decoration as outlined in Order in Council 1998-591;
  - iii. senior appointments to or by the Head of State (e.g. PC, QC, QHP);
  - iv. membership of Parliament or legislative assembly (e.g. MP, MLA, MNA, MPP);
  - v. membership in the Armed Forces;
  - vi. fellowship in a Royal Society or statutory professional body (e.g. the Royal Society of Canada “FRSC”, the Royal College of Surgeons Canada “FRCSC”, the Royal Canadian Geographical Society “FRCGS”, etc). A maximum of one fellowship may be listed;
  - vii. Vice-Regal appointments such as Honorary Aide de Camp (AdeC); and
  - viii. no academic post-nominal letters are used.

### **Basis for Nomination**

Complete Section B giving details of the candidate's length of service to, positions held in St. John, and Awards, Qualifications and Certificates received from St. John from when they joined SJA (for Member grade) or from the date of the last promotion.

### **Distinction between Service and Merit (Impact)**

15. The Nomination Form aims to draw a clear distinction between the service of a candidate – its length and any offices or positions of responsibility held – and the impact the candidate has had on the Order.
16. The following paragraphs of this guide are concerned solely with Section B of the form entitled “Basis for Nomination”.

### **Candidates within the Grade Standards**

17. As stated in Points 3 to 7, Grade Standards are prescribed for each Grade in the Order. The great majority of those persons who are admitted to the Order or who are promoted in it fall within the terms of one of these Grade Standards. If you consider that the candidate falls within a Grade Standard the key is to show:
- a. how the candidate has done so; and
  - b. how the candidate has stood out from his or her peers.

18. General statements, without more detail, usually carry little weight. Wherever possible such statements should be supported by examples and evidence. So, rather than saying merely that the candidate showed outstanding leadership, examples should be given of how the candidate did so, and how it impacted the Order.
19. Particularly with regard to nominations for admission or promotion to Officer and above, it is usually helpful to cover the following aspects as applicable:
- what specific contribution or contributions (in a general and not financially-specific sense) has the candidate made to St John?
  - what has the candidate achieved for St John?
  - where has the candidate been innovative, what was the situation before the candidate's endeavours and what is it afterwards? (A candidate's endeavours may be worthy of recognition irrespective of whether they have been successful);
  - were there any particular difficulties facing that part of St John in which the candidate was serving and with which the candidate had to cope, and, if so, what were they?

### **Candidates outside the Grade Standards**

20. It is possible for a person who does not fall within the terms of the Grade Standards to be admitted or promoted if the candidate shows merit which has equivalent weight to that indicated by the Grade Standards.
21. If your candidate is in this category:
- state that you recognise that the candidate falls outside the Grade Standard;
  - show why you consider that the candidate has demonstrated merit equivalent to that indicated by the relevant Grade Standard; and
  - cover such of the aspects listed in paragraph 20 as are applicable

### **Length of Service**

22. Be careful to draw a clear distinction between the candidate's length of service and the candidate's merits. Details of the length of the candidate's service to St John should be given in the Section A or B of the Nomination Form, not in the Basis for Nomination section.
23. Long service to St John does not constitute on its own, grounds for admission to or promotion in the Order, but it may be relevant in assessing the overall contribution which the candidate has made to St John. Therefore, a person should not normally be admitted or promoted solely for providing the same contribution or holding the same responsibility for a long time, especially – in the case of promotion – if such a contribution or responsibility has been a factor in their already having been admitted or promoted. Award of the Order's Service Medal and bars, where applicable, should normally be regarded as the prime means of recognising a person's length of service.

## Diversity and Equality

24. The Order of St. John supports diversity across its membership. A nomination for admission or promotion of a candidate may be submitted irrespective of their gender, race, or religious beliefs, if any. A nomination is considered on its merits. If the nomination is successful, it is for the candidate, when invited to sign the Declaration, to decide whether they can do so in good conscience and so pledge to uphold the aims of the Order of St John.

## Order Values

25. Nominators should refer to the Order Values when completing the citation. These Values are defined below.

First four values are based upon human need.	(i) Respect – Showing respect and loving kindness for all humanity. (ii) Unselfishness – Selflessly helping those in greatest physical, mental and spiritual need without judgment, and building their resistance. (iii) Excellence – Delivering modern care to a high standard, with a clear focus on impact and efficiency. (iv) Openness and Transparency – Committed to openness and transparency so that we become a learning organisation.
Next four values are concerned with how we behave within St John.	(i) Devotion – Building a spiritual home for ourselves and future generations, where all can find fulfilment and meaning through a shared devotion to helping others. (ii) Togetherness – Working to create a sense of one family of St John by strengthening and bringing together our mainly locally led organisations around a common vision and common values. (iii) Diversity and Inclusiveness – Embracing diversity and inclusiveness to support our common purpose, respecting differences and accepting those of all faiths and none, whilst confident in our Christian roots and traditions (iv) Faithfulness – Holding ourselves in the highest standards and looking for the best in others, we are faithful to the vision of our founders.

## Activities outside St John

26. In general, what a candidate has done outside St John is not taken into account when the candidate is assessed for admission or promotion. In particular, a person is not admitted to the Order because they are, in a general sense, a good citizen, or because they support other worthy causes.
27. A candidate's activities outside St John may, however, be relevant where St John has benefited from them.
28. If you consider that the candidate's activities outside St John have benefited St John, state what those activities are and the benefit which they have brought to St John (see Section B-4 of the Nomination Form).

## Summary Citation

29. Section C: Summary Citation should **only** be focused on what the candidate has done to warrant admission or since the last promotion. Where the nomination is for the promotion of a candidate, the assessing bodies will assume, unless there is evidence to the contrary, that the candidate's present Grade was the appropriate Grade at the time they were admitted to the Order or was last promoted; and those merits demonstrated at that time have been duly recognised. Where the nomination is for admission into the Order, the Summary Citation should focus on the impact of the candidate's notable and committed service. Nominators should refer to the section on Order Values under Point 25 when completing the Summary Citation.

## Additional Information

30. Section D field is optional. It is intended for use by someone who holds a position at the Branch, Council or Adjunct Training Centre level (volunteer or staff) who can provide additional information on the candidate's effort, information not included by the nominator under Section B: Basis for Nomination or that is unknown or unavailable to the nominator. The signatory under Section D must not be the Nominator.

## Donations

31. The Order will not sell honours and a person will not be admitted or promoted merely because they have financially contributed, even very substantially, to St John.
32. It is, however, possible for a person to be admitted to the Order for philanthropy (in this context meaning making charitable donations to St John) where that person has demonstrated his or her commitment to St John over a period of time and in a manner which is additional to the donation. If your candidate falls into this category, as well as giving details of the donation(s) and also provide details as to the other ways in which the candidate has shown his or her commitment to St John.
33. If you are proposing to nominate a candidate primarily for reasons other than philanthropy, the fact that, in addition, the candidate has supported St John financially may be relevant in demonstrating his or her overall commitment to St John.
34. If you are proposing to nominate a candidate primarily for philanthropy, show how you consider that the merits of that candidate equate to the relevant Grade Standard.

## Posthumous Awards

35. Other than the Life-saving Medal of the Order, no honour or award of the Order may be awarded posthumously.
36. The Order is a living society of merit and therefore only a living person can be nominated. Should a person who is nominated die shortly after being nominated, notwithstanding the merits of the case, the candidate will only be admitted to the Order or promoted in it if the person is alive at the moment at which the Governor General gives sanction on behalf of The Queen. If the candidate dies after that moment, the admission or promotion is effective, even if the death occurs before publication in the *Canada Gazette*. A nominator

who is aware that his or her candidate has died is required to make that fact known to the person to whom the nomination was submitted.

### **Salaried Staff**

37. Members of the salaried staff may be admitted to, or promoted in, the Order notwithstanding that they are remunerated. The basic test is the same as for volunteers. The Grade standards are applied irrespective of the fact that the candidate is remunerated.
38. As in the case with volunteers, it is highly likely that members of the salaried staff will only be admitted or promoted if they demonstrate commitment to St John. If a member of the salaried staff makes some voluntary contribution over and above that for which they are remunerated, that contribution might give some indication of that commitment. Voluntary service in some form is a pre-condition to the admission or promotion of a member of the salaried staff. A copy of the person's job description must be provided with the nomination.

### **Re-submissions**

39. If a previous nomination for a candidate was unsuccessful, and you are now making a further submission, your nomination will be considered afresh, and without taking the previous nomination into account. It is, therefore, important that the new submission be comprehensive, and reflects the previous paragraphs of this guidance as are applicable.

## **Section E: Supporting Signatures**

### **Nominator's Attestation**

40. In Section E – Nominator's Attestation, please consider each paragraph of the carefully before signing it. If this certificate cannot be given, please set out on a separate sheet the respects in which it cannot be given. In considering any recommendation for admission or promotion there is taken into account any criminal conviction or any other matter which may cast doubt on the probity of the candidate. Each case is considered on its merits, and convictions or other events, particularly where they occurred some years previously, may not preclude admission or promotion. All facts notified by the nominator will be considered at each stage in the approval process.
41. All nominators must be members of the Order of St. John and names must be currently held on the Roll of the Order.

### **Conflict of Interest – Personal Connections**

42. Nominators must declare that the relationship with the candidate is not one that falls under the "Conflict of Interest" policy. Defined below are persons who are "**connected**" to the nominator and cannot be submitted for admission to or promotion in the Order by that nominator:
- a spouse, unmarried partner or civil partner of the nominator,
  - a child, stepchild, grandchild, foster child and any child of whom the nominator is the legal guardian,



- a parent or sibling of the nominator or of the spouse, unmarried partner or civil partner of the Nominator,
- any child of whom that spouse, unmarried partner or civil partner is legal guardian, and
- any person who is in a business partnership with the nominator.

### **Signature Blocks**

43. Each signature block must be signed by a different person. The Nominator must not be the signatory under Section D or under any of the Chair positions. The Branch Chair (if applicable), Honours and Awards Chair or Council or ATC Chair may not sign as Nominator or under Section D.
44. All nominations for admission and promotion in the Order are **HONOURS IN CONFIDENCE**. The candidate must not be made aware that their name is being forwarded for consideration. This may constitute grounds for denying admission to or promotion in the Order.