

The Most Venerable Order of the Hospital of St John of Jerusalem

'Pro Fide, Pro Utilitate Hominum'
'For the Faith and in the Service of Humanity'



2019 Guidance for Nominators

Introduction

1. The 2019 Guidance for Nominators results from the Order's Honours and Awards Review 2018.¹ The Guide should be used for admissions to and promotions within the Order that are to be decided upon by the Order Honours and Awards Committee (OHAC). Priory Honours and Awards Committees (PHACs) are encouraged to use the guidance.
2. This paper replaces the 'Statement of Criteria for Admissions to and Promotions in the Order' dated 2014, and the 'Notes for Nominators' issued by the International Office on 26 May 2014.

Reflecting our mission and values

3. As a Crown Honour, nominators need to make sure that people being admitted to, and promoted within the Order meet national and royal expectations, and reflect our mission and values.² Our mission is resilience in the community. Externally our values are:
 - respect and loving kindness for all humanity;
 - selflessly helping those in greatest physical, mental and spiritual need;
 - delivering modern care to a high standard; and
 - committing to openness and transparency.
4. Within our community, our values are:
 - building a spiritual home for ourselves and future generations;
 - nurturing one family of St John;
 - embracing diversity and inclusion; and
 - honouring those who do good works.

Eligibility Criteria

5. Entry or promotion - by invitation only - is in recognition of achievement towards our mission and values - and an expectation of future involvement and contribution. The eligibility criteria are that membership and promotion is for anyone whom the Order wishes to recognise for their work in St John, or for reflecting in their life the values for which the Order stands. It can be for the successful discharge of responsibility, leadership, notable or selfless service, or the inspiration and encouragement to others. Such persons may include

¹ 20190319 OHAC Review 2018

² Annex A to GC 2019/9 Values of the Order

active volunteers, specialists, employees, and uniformed Ambulance personnel. The criteria for Membership are written in Statute 46 (1) (c):

“No person shall be qualified for membership in any Grade of the Order unless he or she:

- (i) Has performed good service for the Order and its Principal Objects in accordance with the mottoes³ of the Order; **or***
- (ii) Has acted conspicuously in a manner which directly or indirectly furthers such Principal Objects’*

6. Entry to the Order is encouraged. If potential candidates meet the criteria then they should be put them forward. Do not wait until they are older or more senior. While the Order’s Statues determine that the minimum age of Membership is the age of 18, nominators are encouraged to put young people forward for Admission and Promotion. We also particularly encourage seeking out women who have met the criteria for admission. Diversity (in all its forms) strengthens the Order and therefore we encourage nominators to consider candidates from diverse backgrounds.

The Nominator

7. Any Member of the Order can complete and sign the nomination form. PHACs should create their own procedures to process nominations. Nominations which are for OHAC to decide upon will be processed through the International Office.

8. The nominator must complete Part A stating the proposed grade for the candidate, and select whether the nomination is for admission or promotion.

9. Part B gives details about the nominee. Diversity information needs to be collected by every PHAC and analysed at local and Order level. To that end the nominator must include gender, and date of birth/age information. As the process is confidential, if the latter is not known then an age bracket may suffice.

10. The Order has no capacity to conduct background checks on individuals. The nominee must not be informed that the nomination is being made, but it is the duty of the nominator to confirm that they have made appropriate enquiries to ensure that the candidate is of good standing and to declare any issues which may cause the Order harm.

Conflict of Interest

11. The nominator must sign and date the nomination form and must declare their relationship with the candidate in accordance with Grand Council 2018 “Conflict of Interest” policy⁴, or that the candidate is a rare external or automatic appointment not known to them personally.

12. An extract of the Conflict of Interest policy is as follows:

A member may not nominate an individual with whom they have a connection. A connection means:

- a child, stepchild, grandchild, foster child, parent or sibling of*

³ The Mottoes of the Order shall be “Pro Fide” and “Pro Utilitate Hominum”, which in the English language may be expressed as “For the Faith” and “In the Service of Humanity”.

⁴ GC 2018/A5 Conflicts of Interest Policy 2018

that Office Holder and any child of whom that Office Holder is legal guardian;

- *the spouse, unmarried partner or civil partner of that Office Holder;*
- *a child, stepchild, grandchild, foster child, parent or sibling of the spouse, unmarried partner or civil partner of that Office Holder and any child of whom that spouse, unmarried partner or civil partner is legal guardian;*
- *any person who is in a business partnership with that Office Holder; and any company, business, trust or other organisation in which that Office Holder (or any other person that is connected to them) has an interest as a beneficiary or through ownership, control or influence.*

Candidate's Service History (Part C)

13. This box should be used to list the nominee's past and present major positions held within St John and highlight their responsibilities. Any position outside St John should only be included to reference unique expertise or, if applicable, to external candidates, especially automaticity nominations.

Grade Standards (Part D)

14. The nomination form sets out the Grade Standards prescribed for each grade. In addition, it allocates an adjective to each grade description. In ordinary circumstances a candidate will only be admitted or promoted if the narrative in the citation demonstrates that the nominee meets the terms of the relevant Grade Standard.

15. Nominators should remind themselves of the Grade Standards and the distinctive adjective before completing the form. They are set out below:

- Grade V Members: "Notable"

A Grade V candidate should have performed notable and committed service to the Order at any level which has had a marked benefit for the Order, and has particularly reflected its Values. Over and above their peers the candidate should have supported the work of the Order, and made a difference.

- Grade IV Officers: "Distinguished"

A Grade IV candidate should, or should since their admission to Grade V, if applicable, either:

- (i) have performed over an extended period to a standard and with a commitment markedly above that of their peers in similar roles; or
- (ii) have, at a national or regional level, exercised most successful and distinguished leadership; or
- (iii) have made a high level of specialist contribution to the work of the Order and through their work made a substantial difference directly, or indirectly, at the national level;
- (iv) and, in all of the above cases in their conduct and approach, should have reflected the spirit of the Order in a noteworthy way.

- Grade III Commanders: “Exceptional”

A Grade III candidate should either:

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

- Grade II Knights or Dames: “Outstanding”

A Grade II candidate should 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.

- Grade I Bailiffs or Grand Dames: “Pre-eminent”

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 an Establishment by exceptional successful and sustained leadership at either or both a national or international level.

Citation (Part E)

16. This is the most important part of the Nomination form. The citation gives the nominator the opportunity to justify their recommendation for admission to or promotion within the Order. Empirical evidence of why a person is being nominated is required. There is no need for background information or the job description of the candidate – they are covered in Part C. Taking the cultural context into consideration, what the OHAC and the PHACs need to know includes the following questions:

- how well a person has conducted themselves in their position;
- what impact have they had;
- how have they stood out from their peers;
- what are the personality traits that reflect the values of the Order; and
- how has their unique expertise benefited the Order.

17. The citation is not a test of the nominator’s ability to write personnel reports in English, which may not be their first language. If the nominator can get the above points across, then that will suffice.

18. Each Honours and Awards Committee should scrutinise more senior appointments closely. “Grade inflation” is evident where Establishments have tended to promote everyone who holds certain positions to a level above that which would represent the norm in similar Establishments. The quality and consistency of nominations for Grade III will be monitored especially closely by OHAC. In citations for Grade II OHAC will particularly look for evidence of outstanding performance or leadership (see paragraphs 19 and 20 below). The key is to consider the impact that person has made when in a senior position, not simply that a person is in a senior position

Grade II Special Requirements

19. Following OHAC 81, in late 2018, the Trustees Executive Committee has implemented a pre-clearance procedure to ensure that there is a collegiate consistency in all Grade II nominations. Priorities with the delegated authority of PHACs maintain their responsibility for all admissions and promotions; but, the citations for all Grade II nominations will also be considered by the OHAC. In these cases, the nominator passes the completed nomination form through the PHAC to the International Office for the next OHAC meeting. The OHAC then either: agrees with the citation, suggests an amendment, or suggests that the nomination is delayed or withdrawn. (An escalation route is offered for the latter two options.) Thereafter, the PHACs meet again to consider all the Grade V to II nominations in the usual way.

20. Further Specific Requirements for Grade II nominations are that each candidate:

- be compliant with all the requirements of the Order's Statutes and Regulations (and this should be verified by appropriate due diligence);
- have given evidence within the Order and (where the opportunity has presented itself) in public life of exemplary espousal of the Order's ethos;
- have rendered good service in line with the mottoes of the Order or acted conspicuously in a manner which furthers the Order's Principal Objects;
- in cases of promotion, have clearly demonstrated participation in specific further service or Order activity since their previous award; and
- have made an outstanding contribution by leadership or demonstrable achievement in a position carrying major responsibility, which has been at a high level (that is, at international, national, regional, or, in exceptional cases, local level), and is seen as significant and inspirational.

Grade Entry and Timing on Admission and Promotion

21. In most circumstances, it will be necessary for a person to have made a 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. There are no rules or guidelines about the requisite period of time for this or for time in a grade prior to promotion. These decisions are for the nominators and the applicable Honours and Awards Committee to take on demonstrated merit.

22. In recent times there has been a concern that some individuals were being nominated for membership for "just doing their job". In such cases the Service Medal exists for recognising length of ongoing service for ten years with bars for every further five years, and a gold ultra long extension medal after fifty years.

23. Grade V will be the normal entry grade but the fundamental principle is that a person who is thought worthy of admission to the Order will be admitted in the Grade justified by his or her merits.

24. Promotion should be based upon what a person has achieved since their last promotion and not on what they achieved prior to their admission or previous promotion. Nominations for promotion should be based on, and give evidence of, an individual's contribution in the time since their last promotion.

External and Automatic Appointments

25. Citations should state if the nominee is an Automatic Appointment. Special circumstances apply:

- Members of the British and other Royal Families are admitted at Grade I or Grade II to reflect the office or status rather than the personal merits of the person concerned.
- Governors General, if admitted, are admitted in Grade II.
- Her Majesty's Representatives in other circumstances, namely Governors of British Dependent Territories, Governors of States in Australia, Lieutenant Governors of Provinces in Canada, and Lieutenant Governors of the Crown Dependencies of Jersey, Guernsey or the Isle of Man, if admitted, are admitted in Grade II or Grade III. Lord Lieutenants within the United Kingdom who have agreed to assume a role within the relevant Priory are generally offered admission in Grade III or, exceptionally where the opportunity for involvement is very limited, in Grade IV.
- Admission in Grade II, Grade III or Grade IV in these circumstances reflects the offices held by Her Majesty's Representatives and the level of responsibility to which they are appointed.

26. In some circumstances candidates may be considered for admission to or promotion in the Order for what they have done outstandingly of a nature which is in furtherance of the fulfilling the objects and purposes of the Order, as laid down by its Statutes, but which was not done within the operational structures of the Order or an Establishment.

Philanthropy

27. Philanthropic support of the Order enhances our ability to serve the community better and is therefore welcome. We value the support that individuals give to the Order in this way. In terms of recognition within the Order by way of admission or promotion, philanthropy can be a substantial element of any nomination provided that any donation is not made with the expectation of reward and the philanthropic support has been given over a period of time, rather than a "one off".

International Office
10 October 2019