



AUSTRALIAN WOMEN PILOTS' ASSOCIATION
ABN 61 009 026 279

GUIDELINES FOR THE ADMINISTRATION OF THE FREDA THOMPSON AND CLAIRE EMBLING AVIATION AWARD

The Australian Women Pilots' Association is a registered company and therefore must at all times comply with the Corporations Act. These Terms of Reference are in addition to any requirements of the Corporations Act and the Australian Securities & Investment Commission.

1. INTRODUCTION.

The Freda Thompson Aviation Award (the Award) was initially established to honour the memory of Freda Thompson OBE, a staunch member of the Australian Women Pilots' Association. By her example and friendship she was able to encourage and inspire the members with whom she came in contact. The name of Freda's sister Claire Embling was added in 2009 to acknowledge the financial support from this former member.

In 1933 Freda was the first woman in the British Empire to gain an Instructor Licence.

In 1934 Freda was the first Australian woman to fly solo from England to Australia. This flight was made in a De Havilland Moth Major.

In 1947 she was the first woman elected to the committee of the Royal Victorian Aero Club and in 1948 she became the first woman to be elected President.

2. THE AWARD.

The Award is to be known as "The Freda Thompson and Claire Embling Aviation Award" and is to be available annually to assist one or more women pilots in the advancement of their practical and/or theoretical flying training.

The award is to be advertised in Airnews and other aviation journals from September to December each year as well as on the AWPA website..

3. FINANCE.

\$20,000 is currently invested in the name of AWPA. This is to be reconsidered at the Branch Annual General Meeting and further increases to be decided by a majority vote at a Victorian Branch Meeting.

The payment of the Award (**currently \$2000**) is to be on a dollar-for-dollar basis on presentation of invoices or validated receipts to the Award Coordinator, who will arrange payment via the Treasurer, Victorian Branch AWPA.

This amount is to be reconsidered at the Branch Annual General Meeting and further increases to be decided by a majority vote at a Victorian Branch Meeting.

Unawarded funds are to be returned to capital at next renewal of term deposit.

All Award funds and transactions are to be included in the financial accounts of the Victorian Branch, and audited accordingly.

4. ADMINISTRATION.

The Award will be managed by the Award Coordinator, who is appointed by the State Committee of the Victorian Branch of AWPA, The Committee will oversee the management of the award.

5. TO QUALIFY.

To qualify for this Award the applicant must:

Be resident in Australia

Have a minimum of 12 months AWPA financial Membership immediately prior to application.

Have a minimum of 50 hours of flying experience on powered aircraft

Minimum requirement RPC or RPL

Use the Award within twelve months of it being given.

Applicants may already be undertaking the rating or endorsement being applied for but, only those invoices for training taken after the application closing date, will be considered for payment under the award

6. APPLICATION.

Emailed applications must be received by the Freda Thompson and Claire Embling Aviation Award Coordinator by 17:00 Australian Eastern Daylight time on 31st January

Names, addresses and telephone numbers of two (2) referees must be included for character and flying references.

Submitted applications will be kept for a minimum of 12 months and will then be deleted in a confidential manner by the Coordinator.

7. SELECTION CRITERIA

The Award will be granted to the applicant who best meets the following criteria:

- The applicant demonstrates how the Award will enhance their flying skills and/or knowledge
- The applicant demonstrates how the proposed training aligns with their aviation ambitions
- The applicant demonstrates their commitment to encouraging and inspiring other women pilots, or aspiring pilots

The time limit for utilization of the Award should be within twelve months from the date of presentation at the Annual Conference. In extenuating circumstances, an extension for up to 12 months may be approved by the State Committee on application.

In the event there are no suitable applications for 1974 Memorial Grant applications may also be considered for that award, subject to applicant meeting the criteria

8. SELECTION PROCESS

The selection process is undertaken by a Selection Committee of three, consisting of the State President, State Treasurer and the Award Coordinator. Another AWPAs member may be co-opted to assist in the selection process if one of the panel members is unavailable or identifies a conflict of interest.

A quorum is set at three, which must include at least one member of the Victorian State Committee.

The Coordinator is to advise the National AWPAs Scholarship Coordinator of 1st, 2nd and 3rd selections at least one week prior to the Annual Conference Presentation Function.

9. NOTIFICATION.

The Award recipient(s) will be announced at the Annual Conference Presentation Function and will be notified in writing by the Award Coordinator.

The National AWPAs Scholarship Coordinator coordinates the printing of the Award certificate.

The winner(s) will be directed to accept, in writing, within one month to the Award Coordinator.

Non-winners will be advised in writing after the National Annual General Meeting by the Award Coordinator.

After acceptance of the Award, the Award Coordinator is to advise the State Treasurer of the name of the winner and the approved purpose of the Award.

10. ON DISCONTINUATION OF THE AWARD.

It was the wish of the benefactors, Claire and Ken Embling, that should this Award be discontinued, the money shall be allocated to assist cancer research. The current contact for the Embling family is Mr. John Embling.

11. AMENDMENTS OR ADDITIONS

It is recommended that these guidelines be reviewed on a 12 monthly basis. amendment or addition to these rules must be moved and seconded at a Victorian General meeting and passed by a major