


Awards Committee - Terms of Reference

Approved by the Board of Directors: 

Date: June 20, 2013

Mandate and Purpose

The Awards Committee exists to make a recommendation of award recipients to the Board and to recommend award process improvements.

Responsibilities

- ❖ Following board approved criteria and process, recommend all award recipients (not FCHRP) for board approval;
- ❖ Prepare a summary report to the board that contains the following:
 - Recommendations of recipients;
 - Confirmation that the criteria and process have been followed;
 - Any anomalies that occurred in the course of determining recommendations; and
 - Any recommendations for process improvements for review by the Professional Standards Committee and the Board.

Composition

Chair: Representative from the Membership who is appointed by the Board on the recommendation of the Nominating Committee

Committee: Minimum 5 and maximum 7 individuals from the membership and the Academic and Business communities appointed by the Board on the recommendation of the Nominating Committee.

Frequency of Meetings

Conflict of Interest

A conflict exists at any time when an individual's judgement is impaired due to other factors. It is the responsibility of the individual to self-declare any potential conflicts. The potential for real and perceived conflict of interest exists in not only the Board, but with members who participate on committees. This policy applies to both board and committee members.

- Board and Committee Members must avoid conflict of interest with respect to their responsibility:
 - There must be no self-dealing or any conduct of private business or personal services between any Board member and the Association except as procedurally controlled to assure openness, competitive opportunity and equal access to “inside” information.
 - When the Board or a Committee is to decide on an issue, about which a member has an unavoidable conflict of interest, that member shall absent her or him without comment from not only the vote, but the deliberation as well.
 - Board Members must not use their positions to obtain employment for them, family members, or close associates. Should a member desire employment, he or she must first resign.
 - Members will annually disclose their involvements with other organizations, with vendors, or any other associations which might produce a conflict.
 - Any Board member or Committee member serving on an awards committee or any Board member where the Board is making the selection must remove themselves from the deliberation and the decision when the potential nominee or recipient is:
 - The owner, employer or the employee of the board or committee member;
 - A work colleague of the board or committee member;
 - A family member of the board or committee member; and
 - Any other situation identified by the Board or Committee where an individual’s objectivity may be impaired.
 - The above would apply in the following situations:
 - Choosing speakers
 - Awarding contracts/choosing service providers
 - Selecting award recipients
 - Member discipline, accreditation and assessment
 - Creating strategic partnerships
 - It is incumbent on an individual board member or committee member to remove him or herself from any discussion and decision when he or she feels that objectivity is impaired; and
 - Should it be unclear as to whether a real or perceived conflict of interest exists, the decision will be made by vote of the Board or Committee.