

1. PURPOSE

- 1.1. The purpose of the Awards Committee (committee) is to make decisions and provide recommendations relating to Association award programs and volunteer recognition.

2. COMPOSITION AND ORGANIZATION

- 2.1. The committee will be comprised of no less than three, but no more than five members.
  - a. The committee shall be comprised of at least two members of the Executive and at least one member who is not on the Executive.
  - b. The chair of the committee shall be a member of the Executive.
- 2.2. The members of the committee and the chair of the committee shall be appointed and may be removed by the President.
- 2.3. Each committee member continues to serve on the committee until they resign or are removed by the President.
- 2.4. The committee meets at least annually and at the call of the chair.
- 2.5. Three committee members, including the chair, constitute a quorum for committee meetings and decision-making.
- 2.6. All matters considered by the committee will be decided by a majority vote of the members present, including the chair.
- 2.7. The President is an ex-officio, non-voting member of the Committee.
- 2.8. The Executive Director or designate will provide the committee with administrative support.

3. DUTIES AND RESPONSIBILITIES

- 1.1. The committee is responsible for the following:
  - a. advising and making recommendations to the Executive about Association awards and or recognition programs;
  - b. reviewing applications for Association Student Awards and selecting recipients based on program criteria;
  - c. reviewing nominations for Association Membership Awards and recommending recipients to the Executive based on award criteria; and
  - d. considering any other matters referred to it by the Executive.

2. ACCOUNTABILITY

- 2.1. The committee shall:
- a. report its discussions to the Executive through the chair; and
  - b. review its terms of reference and operations annually and recommend required revisions to the Executive.
- 2.2. Committee members must sign the Executive Code of Conduct each year.
- 2.3. The committee and its members are subject to the *Freedom of Information and Protection of Privacy Act*.

3. DOCUMENT AMENDMENTS

- 3.1. The committee will review its terms of reference annually and recommend any required changes to the Executive.

4. VERSION APPROVAL HISTORY

Date	Action
July 9, 2025	Awards & Recognition Terms of Reference approved by Executive.