

## Awards & Recognition Committee Terms of Reference

### 1. General Purpose

1.1 The Awards & Recognition Committee (the “Committee”) supports the CICan Governance and President’s Office Professionals (GPOP) Board of Directors (the “Board”). As outlined in the By-Laws: *There shall be an Awards and Recognition Committee appointed by the Chair which, with the advice and consent of the Board, shall solicit nominations and make recommendations on recipients for awards presented by the Governance and President’s Office Professionals.*

### 2. Specific Responsibilities

2.1 The Committee reviews Award nominations, ranks candidates, and makes recommendations on the suitability of the candidates to the Board of Directors for the *Award for Professional Achievement, Award for Distinguished Service* and *Hicks Morley Fellowship*.

2.2 At any time, the Committee may recommend to the Board of Directors for its consideration conferring the *Award for Distinguished Service* to acknowledge significant contributions of an individual to CICan: Governance and President’s Office Professionals (GPOP).

2.3 If the Board of Directors accepts the recommendation for an additional Award the process, as outlined in this document, will be followed.

2.4 The approval of the recipient(s) by the Board of Directors is made by consensus maintaining confidentiality throughout the process.

2.5 The Chair of the Board of Directors notifies the recipient(s) and invites them to attend the appropriate Governance and President’s Office Professionals (GPOP) session(s) at the CICan Conference to receive the Award (or other agreed upon Award Presentation Celebration).

2.6 Nominations for Awards are submitted to the Committee Chair.

2.7 The procedure for submitting nominations is announced annually.

2.8 Nomination forms will be made available on the Governance and President’s Office Professionals (GPOP) website.

2.9 Nominations for Awards are accepted any time and close yearly on a specified date determined by the Committee.

**3. Membership and Quorum**

- 3.1 The Committee has a minimum of three (3) and maximum of five (5) voting members, including the Committee Chair, who is a member from the Board of Directors.
- 3.2 A quorum for Committee meetings consists of a majority of voting members of the Committee.
- 3.3 Each year a call for members for the Awards and Recognition Committee (herein referred to as the Committee) is conducted by the Chair of the Board of Directors.

**4. Meetings and Organization**

The Committee -

- 4.1 Has a meeting calendar and an annual work plan for the year.
- 4.2 Meets annually or as required to fulfil its mandate.
- 4.3 Meetings may be held in person and/or in format agreed by members (Zoom/Teams, etc.).

**5. Other**

The Committee -

- 5.1 Reports regularly to the Board, through the Committee Chair, on their activities.
- 5.2 Reviews annually their Terms of Reference to ensure they meet the current needs of the Board.
- 5.3 Presents changes to their Terms of Reference to the Board for approval.
- 5.4 Assesses annually the Committee's performance in carrying out its duties.