

## National Awards Advisory Committee Terms of Reference

### 1. Mandate:

- Provide oversight and monitoring of the College's National Awards program and provide strategic advice on ways and means to move the awards program forward.
- Develop criteria for new national awards, relative to the strategic plan, and approve revised criteria

### 2. Specific Functions:

- Advise the College on ways and means to improve the National Awards Program.
- Make recommendations to the College on measures that can be taken to improve awareness of, and efficiently market the awards program.
- Provide guidance to the College on an awards fee structure that is directly linked to value-for-money.
- Review proposals for new awards and make recommendations for approval to the College's Board of Directors.
- Forward planning for future awards.
- Seek support from chapters for individual awards.

### 3. Membership:

The National Awards Advisory Committee will be composed of:

- 2-3 corporate member representatives having a strong interest in the College's National Awards Program;
- 4 College members from the general membership (not within the same province);
- 1 emerging health leader;
- 2 members from the College's Board of Directors (to be appointed by the College Board);
- 2 College Chapter Chairs, or past Chairs;
- the College President & CEO (ex-officio);
- the College Executive Vice-President (ex-officio);

- the College Director, Marketing and Communications (ex-officio);  
and
- the College Director, Conferences and Events (ex-officio).

New member selection will be made on the basis of representation from a diversity of members. Corporate members may recommend a representative replacement for the committee's approval.

New appointments shall be made for a three-year term and be eligible for renewal after a one year hiatus.

The Chair of the committee and the Board of Directors representative are appointed annually by the Board of Directors.

#### **4. Modus Operandi:**

The National Awards Advisory Committee will meet via teleconference a minimum of four times per year.

In the event that all/most Committee members are planning to attend an event (i.e. the annual National Health Leadership Conference or the Ontario Hospital Association Conference, as examples) the Committee may hold a face-to-face meeting at that time.

Regular attendance at these meetings is a critical component of the success. Members may attend in person or via telephone. Upon three consecutive absences, the committee will require a member to resign from the National Awards Advisory Committee.

The College will provide the necessary support for the National Awards Advisory Committee. This will include and may not be limited to:

- ❖ circulation of agendas;
- ❖ circulation of minutes;
- ❖ work required to implement any/all recommendations;
- ❖ organizing teleconference calls; and
- ❖ handling logistics for face-to-face meetings if/when they occur.

#### **5. Other issues:**

a) Evaluation:

The intent is for the National Awards Advisory Committee to be a permanent committee of the College.

There will be, however, an on-going self-assessment conducted to determine if changes to the Terms of Reference are required.

b) Start date:

The National Awards Advisory Committee held its inaugural meeting on or about March 9, 2007.

c) Other:

As determined by consensus by the National Awards Advisory Committee

**6. Reporting To:** College President & CEO.