

TERMS OF REFERENCE – Awards and Honours Committee

Purpose

- To receive nominations and/or recommend recipients for SCPP honours and awards.

Responsibilities

- ✓ Develop and review terms of reference for the SCPP awards.
- ✓ Solicit nominations for the Award of Merit, Certificate of Recognition, Honorary Member, Honorary Life Member, Presidential Citation, Member Emeritus and others as Council may determine, and make recommendations for awards to the Registrar. In turn, according to the SCPP bylaws, the Registrar will seek Council approval.
- ✓ In certain circumstances, the Committee may request the nominator(s) to consider the candidate's nomination for an alternative award for which the Committee members believe the candidate more suitably meets the criteria.
- ✓ The Committee may contact the nominator(s) for additional information if they believe sufficient information has not been received to make a decision on the nomination.
- ✓ The SCPP office on behalf of Council will correspond with the nominator(s) of both successful and unsuccessful candidates to inform them of the Council's decision, to thank them for their nomination, and to encourage them to nominate those individuals for SCPP awards and other provincial and national awards in the future.
- ✓ Inform nominator(s) of other provincial and various national awards that are available to members.

Composition

- The Committee will consist of the Chair, plus at least two members not to exceed a total number of five members, as voting members, plus the Field Officer as an advisory, non-voting member. Quorum will be three voting members of the Committee.
- Report to the Registrar.

Term of Office

- Members to be appointed by the Registrar for a three year term which is renewable one time.

Staff Resource

- Assistant Registrar