

## AWARDS SUBCOMMITTEE CHARGE

### **Number of Members** 7

Must be an odd number for the purpose of voting.

### **Composition**

Members of the Awards Subcommittee shall include a Past President and six at-large regular members of the Society who represent diverse fields (e.g., Allied Professionals, basic scientists or previous award recipients). A Past President shall serve as Chair. The Chair may invite guests as needed to expedite information sharing.

### **Method of Appointment**

All members shall be appointed by the President and/or Vice President, in consultation with the Chief Executive Officer.

### **Term of Office**

One year. At-large members may be reappointed for two additional, consecutive one-year terms.

### **Accountability**

Reports to: Governance Committee

Key Relationships: Board of Trustees

### **Purpose**

To reinforce the Society's strategic image and positioning through its recognition awards.

### **Responsibilities**

- Oversee a nominations and selection process for awards that is broad-based and equitable, and perceived as such by the Society's stakeholders.
- Identify and recruit potential recipients, and stimulate qualified nominations from the Society's leadership and membership.
- Recommend award recipients to be reviewed by the Governance Committee prior to Board approval.
- Review requests and oversee the process for new awards.
- Periodically review and assess award categories, criteria and eligibility, and recommend changes to the full Governance Committee.

### **Decision-Making Authority**

- Establish the subcommittee's procedures.
- Make recommendations to the Governance Committee.

### **Limitations**

At-large members of the Awards Subcommittee are ineligible to receive awards given by the Society while serving on the Awards Subcommittee, with the exception of the President's Award which is given at the President's discretion. Members of the Awards Subcommittee cannot nominate awardees while serving on the Awards Subcommittee.

### **Meeting Frequency**

One meeting annually. Additional meetings as needed.

### **Estimated Time Commitment**

5 hours, prior to and during the Awards Subcommittee meeting

#### *Scheduled*

Committee Conference Call (November or December)

#### *Ad Hoc*

Committee Conference Calls (as needed)

#### *Busiest Times of the Year*

Prior to in-person (or teleconference) meeting