



## **Awards Committee Terms of Reference**

### **ROLE**

To provide awards to the membership to enhance practice.

### **RESPONSIBILITIES**

- Promote the available awards
- Select each year's award recipients.
- Review the awards as necessary in regard to relevance, participation etc.
- The committee will recommend changes, additions, deletions to the Board, with final decisions being made by the Board.
- Create opportunities for new awards
- Ensure the accuracy of the information on the Sonography Canada website about the awards

### **Chairperson**

- Ensures awards guidelines are followed and no restrictions have been violated
- Coordinates the budget for all the awards with the head office
- Coordinates all judges and submissions with the head office
- Coordinates award deadlines with head office.
- Ensures the Sonography Canada website awards information is up to date & accurate.
- Chair is chosen from among the voting members and is elected by the committee

### **Standing Members**

- Judge submissions and nominations
- Create new awards when necessary
- Create rubrics for judging each award

### **Student Advisor**

Student Advisor to the Board will serve as Student Advisor to this committee.

### **MEMBERSHIP, TERMS AND VOTING**

- 6 members
- must be active credentialed Sonography Canada members
- one from each discipline in Sonography when possible
- regional representation if possible
- Chairperson to appointed by the SC Board of directors
  - Chairperson-one year term
- Secretary -chosen by committee

- Student Advisory member
- Board liaison

**BOARD LIASON**

- Professional Practice Coordinator
- Chair reports to the Sonography Canada Board
- Awards selection and deliberations are confidential
- The chair of each committee must report any final decisions to the Board
- Names of award winners are confidential, until the Board has approved the selections
- Once approved the award winners will be notified by the head office staff and posted on the website

**FREQUENCY OF MEETINGS AND MANNER OF CALL**

- Tele/ online conferences
- Face-to-face meeting once per year the day before the start of the annual national conference
- Meetings will be posted at a minimum of 2 weeks prior to the date
- Attend all set meetings

**COMMITTEE REPORTS TO**

Sonography Canada Board of Directors

**QUORUM**

As per standard

**DATE OF LAST REVIEW** – June 2014