

# Awards Subcommittee Terms of Reference

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## Mandate

The mandate of the Awards Subcommittee is to oversee OACETT's Provincial Honours and Awards program, to ensure the OACETT awards reflect the strategic direction of the association, honour members' contribution to the profession and select deserving recipients in each category from the submissions received each year.

The Awards Subcommittee reports to the Member Engagement and Services Committee (MESC).

## Composition

The Subcommittee consists of:

- Four Certified Members at large, who shall not also be a member of the Board of Directors or a Board Committee.
- The Chair of the Committee is a member of the Member Engagement and Services Committee (MESC), as appointed by MESC.
- The director of MES and any other staff as they deem necessary for the meetings' discussions. Staff are non-voting members of the subcommittee.

## Authority

The Subcommittee can work with MESC to initiate investigations or studies of matters relating to the effectiveness and relevance of OACETT's Provincial Honours and Awards Program and the National Engineering and Applied Science Technology (NEAT) Week capstone project submissions. The subcommittee may obtain external expertise and assistance to support its mandate, as long as the associated costs for such services have been included and approved in the budget.

The Subcommittee shall act within the budget requirements established by the Board of Directors. Any budget requirements for the Subcommittee should be communicated through MESC and submitted for approval through the MESC annual business plan and budget.

## Duties and Responsibilities

- The Subcommittee shall be familiar with all policies regarding OACETT's Provincial Honours and Awards program and NEAT week submissions, as documented in the MESC Policy Manual, and shall review the award categories, selection criteria, and other documents relating to the exercise of its duties.
- The Subcommittee may recommend to MESC the creation, elimination or amendment of awards and other recognitions that fall under the Provincial Honours and Awards program and NEAT week submissions, to ensure they reflect OACETT's strategic direction.
- The Subcommittee will work with staff to encourage the nomination of deserving Award candidates.
- The Subcommittee will provide an objective and fair review of submissions for the OACETT awards and NEAT week using the available criteria, the information provided in the nomination form and a scoring tool provided by staff.
- Following the individual review process, the Subcommittee will convene to determine the winners annually and will submit a list of award recipients to the MESC for information purposes only after their selection (which will, in turn, be communicated to the Board of Directors for information).

## Frequency of Meetings

The Subcommittee will meet virtually at least twice a year. One meeting will be dedicated to review of the Terms of Reference, award categories and eligibility criteria. The second meeting will be to review the candidate submissions, scoring and selection. The subcommittee may choose to have an additional meeting to review the awards program more broadly and strategize on any improvements. Simple majority will apply for quorum and for voting, where applicable.

## Review of Terms of Reference

To be reviewed annually by the Awards Subcommittee and every five years by MESC, with any proposed changes requiring the approval of the Board of Directors.