Awards Committee

Role
The Awards Committee is a sub-committee that reports to the Fellowship Affairs Committee (FAC). The purpose of the committee is to grant awards, visiting professorships and fellowships within the guidelines approved by Council.

Responsibility and Authority
The Awards Committee:

- reviews and revises terms of reference for Royal College fellowships, awards, grants and visiting professorship programs;
- selects recipients for Royal College fellowships and visiting professorships;
- selects recipients for the Royal College’s honorary awards, with the exception of Royal College Honorary Fellowship which is awarded by Council;
- delegates the adjudication of certain fellowships, grants and awards to sub-committees;
- drafts terms of reference for new Royal College awards and grants; and
- recommends to the Executive Committee of Council nominees for national awards for which the Royal College is submitting a nomination (e.g., Meritorious Service Award, Order of Canada) or on which Royal College input is invited.

Composition
The Awards Committee has up to eight (8) members, including the Chair. A majority of the committee members are Fellows of the Royal College.

The Chair of the Awards Committee also participates as a member of the Fellowship Affairs Committee.

Key Competencies and Characteristics
Committee members should possess general knowledge of the Royal College, and have experience and expertise in adjudicating honorific awards and/or grant applications.

Term of Office
The usual term of office of the chair is two years renewable once (maximum 4 years). The usual term of office of members is two years, renewable twice (maximum 6 years). The terms of office take effect as stipulated so long as the member’s total years of service on the committee do not extend beyond 10 years.

All terms shall begin and end at the time of the Annual Meeting of the Members when vacancies exist.
Meetings
The Committee usually meets once per year face-to-face. Additional teleconferences may be required as necessary.

Quorum consists of a majority of the voting members of the committee (i.e., 50% plus one). The chair is counted as a voting member in constituting quorum. However, as the presiding official of the committee, the chair does not move motions. Furthermore, the chair shall only vote when the vote is conducted by secret ballot or when it is necessary to break a tie.

Appointment to a Royal College committee carries significant responsibilities and requires absolute discretion. Committee members shall not divulge, re-produce, or release any confidential information except when authorized by the Royal College. Committee members are permitted to download a copy of committee materials for use solely for the purposes of the Committee. All downloaded materials must be deleted once used for the intended purpose.