

Awards Committee Terms of Reference

1. Name:

The name of this ETFO-WRTL committee shall be the Awards Committee.

2. Composition:

- a) The Awards Committee shall consist of a minimum of 4 and a maximum of 8 people appointed by Representative Council upon recommendation of the ETFO-WRTL Executive.
- b) The chairperson shall be appointed by the committee.
- c) The ETFO-WRTL president or designate shall be an ex-officio member.

3. Function and Role:

- a) The Awards Committee is responsible to and shall take direction from ETFO-WRTL Executive.
- b) Prepare and present a proposed budget and program outline to be approved by Executive prior to program implementation
- c) It shall be the responsibility of the Awards Committee to:
 - i) be responsible for all administrative aspects associated with the ETFO-WRTL Awards
 - ii) recommend to Executive the initiation of awards or make changes to existing awards
 - iii) reserve the right to not present an award in a particular year if no suitable nomination is received
 - iv) to determine a suitable recipient for an award from nominations received and according to the established criteria
 - v) to invite nomination of active members for ETFO-WRTL awards from the general membership

4. Duties of the Members:

- a) The duties of the chairperson shall include:
 - i) meeting with the President or designate prior to September 30
 - ii) reporting regularly, or as requested to Executive
 - iii) handling committee correspondence
 - iv) keeping records of expenditures and receipts relative to the Awards committee
 - v) recording and distributing minutes of all meetings to members of the Awards Committee and the president of ETFO-WRTL or designate
 - vi) submitting receipts for payment of expenses, to cover expenditures incurred during the current year, to the ETFO-WRTL treasurer by the due date in June
 - vi) ensuring that the ETFO-WRTL committee member mileage or equivalent be submitted to be charged to the Travel Expense budget line
- b) The duties of committee members shall include:
 - i) attending scheduled meetings of the Awards Committee
 - ii) notifying the chairperson of the Awards committee if unable to attend a meeting
 - iii) carrying out the functions as directed by the committee chairperson
 - iv) submitting mileage or equivalent by year-end

5. Meal Allocation:

- a) an allocation of up to \$15 per committee member is available to put towards a committee year-end meeting that includes a meal. The committee may choose to pool the allocated amount at their discretion

6. Procedure for Resignation:

- a)** All resignations shall be by letter to the chairperson of the Awards committee who in turn will forward the resignation to the ETFO-WRTL President.
- b)** With the advice of the chairperson, Rep Council upon the recommendation of ETFO-WRTL executive, will decide on the advisability of appointing a new member to fill the vacancy and to complete the term of office of the resigning member.

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