Awards and Nominations Terms of Reference

Reviewed and approved by the committee, September, 2011
Approved by the Board of Directors April, 2012

Brief Description

The Awards and Nominations committee encourages and promotes volunteerism within the College by facilitating the following: selection of CCMG committee members and the CCMG Board of Directors, selection of a recipient for the annual Founders Award and John L. Hamerton Service Award, and evaluation of requests by trainees for stipends from the Linda Stevens Memorial Fund to further their training goals by travel to other centers and attendance at conferences.

Mandate

1. Handle nominations for committee membership.
   - Poll Fellows concerning their interest in committee membership
   - Contact all new Fellows to inform them of committee activities and to solicit interest in committee membership
   - Communicate with committee chairs concerning potential new members (volunteers or nominees) and existing members whose terms have expired
   - Liaise with the Board concerning committee membership and to make recommendations
   - Report annually to the Board and the membership with statistics on placement of volunteers

2. Support expanding the clinical and research experience of fellows-in-training through nomination to the Linda Stevens Memorial Fund.
   - Evaluate trainee requests for stipends from the Linda Stevens Memorial Fund. This fund is available to trainees in accredited CCMG training centers or those in the Royal College Residency program in Medical Genetics. These funds are intended to enable candidates to further their training goals through travel to other centers and/or attendance at conferences.
   - Make recommendations to the board regarding the distribution of the Linda Stevens Memorial Fund Stipends.
   - Establish from time to time, for approval by the Board, any changes to the regulations or procedures for the Linda Stevens Memorial Fund that the committee may deem advisable.

3. Recognize fellows who have provided outstanding services to Clinical Genetics and to the CCMG with the John L. Hamerton Service and Founders Awards
   - Publicize the Founders Award and John L. Hamerton Service Award to all fellows of the College and encourage early and complete
nominations at least three months prior to the annual meeting of the College. The closing date for nominations should be published in the first issue of the college Newsletter every year.

- Consider completed nominations and recommend to the Board, each year, a recipient for the Founders Award and John L. Hamerton Service Award from among the nominees. Usually, only one award will be forwarded to Board for each award, but in exceptional circumstances, more than one award may be given in any one year. All unsuccessful nominations will be considered along with new applications the following year.
  - Recommendations to the board should be made at least two months prior to the AGM.

4. Consider and recommend on other honors, awards and prizes that may be open to Fellows of the College when requested to do so by the Board.

5. Consider and recommend annually to the Board, nominations for Emeritus and Honorary fellowship of the College. It is the Board's decision to ask the nominee to give a presentation.

6. Provide an annual report to the Board on the activities of the Committee

Composition and Tenure

- The committee shall consist of 5 members as well as a Chair, Past Chair and Board representative.

- Membership should represent subspecialty groups and geographic regions.

- The normal term of membership will be 3 years, renewable once, excluding any years spent as Chair

- The term of the committee Chair will be 3 years, renewable once. The committee will recommend to the Board, a Chair-elect to replace a retiring Chair, at least 9 months prior to the anticipated turnover. The retiring Chair will remain as a member of the committee for one additional year.