Awards Committee Terms of Reference  
August 2020

1. Type

The Awards Committee is a standing committee of the Supply Chain Canada, Ontario Institute (“the Institute”) Board of Directors (the "Board"). The Board grants the Awards Committee the authority to fulfill the specific terms as noted in these terms of reference.

2. Mandate

The mandate of the Committee is to oversee the Institute’s Awards Program, to work with stakeholders in submitting nominations and to make recommendations to the Board regarding award winners and any major changes to the program.

The Committee will act as a vehicle for enhancing the Institute Brand through the awards framework by engaging with stakeholders and promoting the profession, association and its members. The Committee’s strategy will be developed and consistently revisited to reflect the Board's guidance and to ensure alignment with the strategic plan.

3. Responsibilities

3.1 Strategic

• ensure that the Committee’s mandate and performance are in alignment with the strategic plan.
• seek collaboration and alignment with Supply Chain Canada where possible and applicable
• focus on enhancing the association's brand by developing an awards framework that creates opportunities for recognition not limited only to professionals/employees, organizations/employers, academia and public procurement/government.

3.2 Awards Framework

• structure the awards framework in a streamlined manner that addresses the various stakeholders in the profession through an integrated approach.
• allow flexibility in reviewing and changing the awards framework, in case of any new direction by the Board, while capitalising on the alignment across Supply Chain Canada to optimise efforts and to leverage any opportunities for synergies.

3.3 Sustainability

• ensure that the Committee’s operating model is functioning on a lean approach with adequate efficient resources and collaboration between staff and volunteers.
• ensure the continuity of the awards framework in a sustainable manner.

The Committee will perform any other activities consistent with the Terms of Reference as the Board deems necessary or appropriate.

4. Authority

The Committee is a standing committee of Board. The Committee will make recommendations regarding award winners and any major changes to the program to the Board of Directors for their approval.

The Awards Committee and Jury are accountable to the Board for the following:

• Development of the awards strategy and the annual implementation plan
• Identify and nominate the jury members for the Board’s approval
• Oversee the evaluation process of award nominations
• Recommend the award winners to the Board
• Review and update the Committee’s Terms of Reference
• Collaborate with the Institute’s Leadership where relevant to review the eligibility criteria for the various awards
• Review and enhance, where possible, member submissions for the Federal/National Awards and accordingly seek Board approval

5. Membership

Committee members can be sourced by the Committee, the Committee Chair or Governance & Nominations Committee for approval by the Board.

The Board will appoint the Chair of the Committee. The term of the Chair will be subject to the governing principles of the bylaws for two (2) years term with a maximum of three (3) terms.

On an annual basis, the Chair of the Committee shall recommend to the Board a minimum of two (2) members and not more than four (4) members.
Also, the Chair of the Committee will select two (2) non-Awards Committee members from the membership to serve as the Jury for the respective year’s awards nominations. It is recommended that the Jury be comprised of past award recipients, including Fellowship award winners.

The Jury will review all nominations and will recommend winners to the Committee. The Committee will then recommend winners to the Board of Directors for approval.

The President and CEO is an ex-officio, non-voting member of the Committee.

The Committee and Jury are expected to operate in compliance with the Supply Chain Canada Code of Ethics, the policies, laws and regulations governing the Institute, and within the governance framework by which the Institute functions. All members shall be free of any relationship that in the opinion of the Board would interfere with their individual exercise of judgment.

Committee members shall sign forms prior to commencing work on the Committee which include confidentiality and declaring conflicts of interests.

The Institute encourages diverse committee membership.

6. Meetings

An agenda will be prepared in consultation with the Chair prior to each meeting of the Committee and distributed to the participants. The participants may recommend agenda items subject to approval of the agenda by Committee. Minutes of each meeting will be prepared and distributed to all participants on a timely basis.

The Committee meets at least twice a year; additional meetings are added as required during the Awards Program cycle.

At all meetings, Committee members should confirm adherence to confidentiality rules and should declare any conflicts of interest.

Meetings may be held in person, by conference telephone call, or by online/virtual conference. In special circumstances, meetings may be replaced by written communications.

A quorum consists of the majority of the members of the Committee. Each Committee member, except the President & CEO, is entitled to one vote and decisions shall be by majority vote of those present.

7. Reporting

The Committee shall report to the Board as often as necessary but at least annually. Reporting shall normally be made through the Committee Chair in writing.
The Committee will maintain direct, open and frank communications with the Institute’s Management, the Board, and other key advisors as appropriate.

The Institute’s management will share with the Committee, prior to publishing, any communications related to the Committee or its activities.

8. Resources & Budget

N/A

9. Deliverables

The Committee will ensure the following are awarded as required:

- Rising Star (1-3 awarded per year)
- Volunteer Appreciation Awards (To Be Determined by the Institute Staff)
- Nomination of Supply Chain Canada Fellow Award

10. Review

The Chair will ensure that the Committee reviews the Terms of Reference annually and will propose changes to the Board, as necessary. The Committee will consult with the Board annually to determine if the Committee should proceed with its work.