
Terms of Reference National Awards Committee

Purpose

The College aims to recognize and celebrate achievements in health management and leadership at all levels. The role of the Awards Committee is to provide advice on matters relating to awards, prizes, scholarships and recognition of health leaders and to assist in the development of strategies to raise the profile of health leaders, the College and its members through awards recognizing excellence in health management and leadership.

Scope

- To develop and review guidelines and criteria for national awards.
- To call for and assess nominations for national awards including Gold Medal, Life Membership and Honorary Fellowship
- To recommend recipients of awards to the Board for ratification.
- To provide advice to the board on new potential awards and recognition initiatives.
- Every 2 years to conduct an annual review of guidelines, criteria and assessment processes for awards and recognition initiatives.

Meetings and Frequency of Meetings

- The committee will meet 3 times per annum
- The committee will be provided with sufficient administrative support from the Corporate Office to enable it to complete its terms of reference.

Agendas

Where practicable the agenda, together with any reports or documents which relate to the agenda, should be forwarded to members at least four working days prior to the meeting.

Minutes

Accurate minutes will be kept of each meeting. The draft of the minutes should be sent to the Chair of the meeting for approval and each Committee member for information and ratified at the next meeting of the Committee.

Conflicts of Interest

All members of the Committee must abide by the ACHSM Conflict of Interest Policy. At the commencement of each meeting, members should be prompted to specify any conflicts of interest they may have in respect to the proposed agenda.

If any conflicts are noted, they should be managed according to the Policy.

Accountability and Membership of the Committee

The National Awards Committee is a Committee of the ACHSM Board and will report to the Board.

Each member of the Committee will be appointed by the Board of the ACHSM and will consist of the following:

- Chair of the Committee (who will be a Board member)
- Two Fellows of the College from different College Branches
- One Life Member of the College

Ex-officio members :

- National Programs Manager
- Chief Executive Officer

Quorum

A quorum shall be three members of the Committee including an ex-officio member and at least one member of the Board.