

ASA NOMINATIONS & AWARDS COMMITTEE TERMS OF REFERENCE

Membership Composition

- The Nominations and Awards Committee consists of one current board member, one past board member and one at-large member.
- The Nominations and Awards Committee shall convene once a year no less than 30 days prior to the Annual General Meeting (AGM).

Related and Governing Policies

- ASA Bylaws

Responsibilities

- At the direction of the Board of Directors the Nominations and Awards Committee meets to lead the succession planning for the Board of Directors through its nomination process and makes recommendations for the distribution of awards.

All Nominations Committee Members shall –

- Be responsible for soliciting and receiving nominations for elections for the Board of Directors;
- Determine the eligibility of nominees;
- Inform nominees of their duties;
- Distribute and conduct ballots at the AGM;
- Report results of the ballots at the AGM;
- Adjudicate and recommend applications for awards and honorary memberships to the Board of Directors;
- Recommend new awards to the Board of Directors;
- Develop terms of reference and forms of recognition for awards;

Nominations Committee Chair –

- Chairs Nominations Committee meetings;
- Attends the AGM in order to oversee the election process;
- Reports to the Board of Directors regarding committee activities; sets the tone for the Committee's work; recruits members; coordinates Committee meetings, including agenda and minutes/summary; works with the ASA Secretariat on committee logistics.

Nominations Committee Board Representative –

- Reports to the Board of Directors.

Expected Outcomes

- Develop a Board of Directors that has a balance of skills, knowledge and experience.
- Make recommendations for nominations for awards to the Board.

Review

The Terms of Reference are to be reviewed annually by the committee.

Version Control

Approved By:	
Date Approved:	
Reviewed:	