



## **AWARDS & NOMINATIONS**

### **COMMITTEE**

## **TERMS OF REFERENCE**

**FEBRUARY 2016**

### **REPORTING RELATIONSHIP**

1. The Awards and Nominations Committee report to the Board of the Canadian Organization of Medical Physicists (COMP).
2. The Chair of the committee is the Past-President of COMP, unless decided otherwise by the COMP Board.

### **PURPOSE**

The committee will be COMP authority for all awards that are given by COMP to its members and well as ensure that all vacancies on the COMP Board are filled with appropriate expertise.

### **RESPONSIBILITIES AND DUTIES**

1. Review its current awards offering and, as appropriate, retire, introduce, and maintain awards.
2. Ensure that processes are in place to identify, evaluate and recommend appropriate nominees to the COMP Board in a timely fashion.
3. Create, as needed, and oversee Subcommittees for its major awards. This includes:
  - a. Gold Medal Award Subcommittee;
  - b. Fellow of COMP Award Subcommittee;
  - c. Sylvia Fedoruk Award Subcommittee;
  - d. Publication Impact Prize Subcommittee
4. Kirby Medal
  - a. Responsible for soliciting nominations for the Kirby Medal in accordance with the criteria outlined by the Canadian Association of Physicists (CAP).
  - b. Upon full COMP Board approval of the nominee(s), the Awards and Nomination Committee is responsible for ensuring that all documentation is complete and the submission is made to the CAP in a timely manner.
5. Other Awards

COMP has had occasion to be offered the opportunity to participate in grant and award initiatives that are sponsored on a one-time or otherwise limited basis. To this end, the committee is responsible for:

- a. Securing Board support for COMP recognition of and participation in the award, with particular consideration for the appropriateness of the associated criteria;
- b. Soliciting nominations in accordance with established criteria;

- c. With COMP Board approval of the nominee(s), the Awards and Nomination Committee will ensure that all documentation is complete and requisite submissions are completed in a timely manner.
6. The committee will identify pending vacancies on the Board and solicit nominations from the general membership in a manner consistent with the bylaws.
    - a. A past COMP Director is not eligible to be re-elected to a position unless two years have passed since the previous appointment;
    - b. Outstanding individuals are to be identified and encouraged to stand for nomination, these individuals being deemed of sufficient seniority to responsibly carry forward the objectives of COMP;
    - c. Nominations (which includes the nomination form, the support from two full members of COMP in good standing and a CV) are to be secured sufficiently in advance of the Annual General Meeting (AGM) to permit brief biographies of the candidates to be presented to the membership prior to the formal vote.
      - i. Call for nomination shall be published in InterACTIONS at least twice (normally January and April) prior to the Annual General Meeting;
      - ii. At least one e-broadcast to members shall be sent;
      - iii. The call shall be posted on the COMP website;
    - d. Oversight is to be provided to ensure that ballots are carried out in accordance with the bylaws.

## **MEMBERSHIP**

The Committee should be composed of:

1. COMP Past President (Chair)
2. COMP Vice President
3. Chair of the Gold Medal Award Subcommittee
4. Chair of the FCOMP Award Subcommittee
5. Chair of The Sylvia Fedoruk Awards Subcommittee
6. Chair of the Publication Impact Prize Subcommittee
7. COMP President (*ex-officio*)
8. Executive Director (*ex-officio*)

Committee members will be invited to serve a term of 3 years on the committee and may serve a maximum of two consecutive terms. A Committee member who has completed two terms, may re-join the committee after a one-year period. Note: In special circumstances, the Committee Chair may deem that the committee will be best served by the continued participation of a member who has completed two terms. In these circumstances, the Committee Chair may choose to invite the member to continue on the committee.

**MEETINGS**

1. The committee shall meet at least two (2) times a year and provide updates to the COMP Board through Committee Reports
2. Most activities of the sub-committee are carried out by email, but there may be a need to meet by teleconference to discuss and agree on certain issues.
3. A quorum consists of the committee chair and at least three other members.
4. Summary minutes of meetings will be taken and all decisions shall be recorded.
5. The committee should function as far as possible by consensus; otherwise a majority decision will be respected. The chair shall have the deciding vote in the case of a tie. Recommendations to the COMP Board may also include a minority opinion.

**BUDGET**

An annual budget for the committee will be prepared and submitted to the COMP treasurer.