



2013 – 14 Guide

Awards Committee

Chair		Lisa Kramer - Director Paul Smith - ED			
Members		Corinne Bell - CW Christine Frigault - Atl So Jeon - CW Ashley Martin – ON Erin Marsden - ON Carol Ann Olheiser – ON Meghan Smith - ON Anne Soucy - Atl Carrie Steele – ON			
Seats	1 rep from each RAB Others as needed	Vacancies		QRAB	
Operational Committees		Workload		Active Period by CACEE Quarter	
Awards & Recognition		Moderate		Jun – Aug	Sept - Dec
				Jan - Mar	April - Jun
		Light	Mod	Heavy	Light

1. Purpose – The Awards and Recognition Committee shall direct CACEE’s efforts to value and honour its volunteers and innovators through a longstanding Awards and Recognition program.
2. Duties – the Awards and Recognition Committee shall:
 - a. Find niches for possible new awards, research the value of each possibility, and recommend revisions to the National Board.
 - b. Promote and gather nominations during the Call for Nominations time period (usually from late January to the end of February).
 - c. Participate in a review of all award nominations and decide
 - i. winners of committee-chosen awards, and
 - ii. final shortlists for the member-voting awards for approval by the National Board.
 - d. Assist in ordering the awards and certifications that will be handed out at the Awards Ceremony.
 - e. Plan and participate in the Awards Ceremony and the Volunteers Reception at the National Conference.
 - f. Assist in updating the Awards and Volunteer Recognition records that will be passed on to future committees.
3. Composition of the Committee - The Awards and Recognition Committee

- a. Shall be Co-chaired by a Full Member of CACEE and the CACEE Executive Director
 - b. Shall reserve seats for representative from CACEE’s regional advisory boards
 - c. May invite other members who may offer specific skills, experience or insight, as needed.
 - d. May invite contributions from individuals, who shall not be committee members, as needed.
4. Scope of Work – The Awards and Recognition Committee is busiest during the period when Award nominations are open and when planning the ceremony to be held during the National Conference.
- a. Annual - Members of this committee should expect to be most active during in the period January – March. The three month periods on either side of that time also call for committee activity, but less so than the busiest time.
 - b. Weekly – During the active period, Committee members may be called upon for between one to four hours of work per week.
5. Accountability – As the Awards and Recognition Committee produces an annual celebration, the Chair of the Committee shall report on its general activities to the National Board, in consultation with the Executive Director.
6. Timetable: The timetable on the following page outlines the Awards and Recognition Committee’s annual schedule of activities.

Source	ETHICS COMMITTEE TIMELINES	Meeting				
<i>Terms of Reference</i>		<i>Jun</i>	<i>Aug</i>	<i>Dec</i>	<i>Mar</i>	<i>Jun</i>
a.	Find niches for possible new awards, research the value of each possibility, and recommend revisions to the National Board.		×	×		
b.	Promote and gather nominations during the Call for Nominations time period (usually from late January to the end of February).			×	×	
c.	Participate in a review of all award nominations and decide: <ul style="list-style-type: none"> - winners of committee-chosen awards, and - final shortlists for the member-voting awards for approval by the National Board. 				×	×
d.	Assist in ordering the awards and certifications that will be handed out at the Awards Ceremony.				×	×

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e.	Plan and participate in the Awards Ceremony and the Volunteers Reception at the National Conference.			x	x	x
f.	Assist in updating the Awards and Volunteer Recognition records that will be passed on to future committees.	x				x