

NOMINATIONS AND AWARDS COMMITTEE TERMS OF REFERENCE

Purpose

The purpose of the Nominations and Awards Committee (the Committee) is to:

- 1) prepare a call for nominations to the membership for vacant Board positions, so that these are brought:
 - a) forward to the membership for a vote and election at the Annual General Meeting, or
 - b) back to the Committee to prepare a slate of candidate for election by the membership at the Annual General Meeting;
- 2) select a CHFS Annual Achievement Award recipient which will be presented at Canadian Cardiovascular Congress (CCC).
- 3) propose CHFS members for CCS and other specialty societies' awards and recognition;
- 4) recruit candidates for consideration as members on CHFS Committees; proposed members from the membership at large to be appointed by the CHFS Executive.

The Committee was first confirmed in 2016.

Committee Membership

The CHFS Past-President serves as Chairperson and the term shall be two years in length in conjunction with the term of the Past-President. The membership of the Committee shall consist of five members; the Past-President, three regular members, and one Allied Health/Nursing Professional member.

The term shall be two years in length in conjunction with the term of the Chairperson. Committee members are not eligible for consideration of awards that are recommended by the Committee.

Board Nominations

On an annual basis, the Committee will send out a request for nominations for candidates to fill the vacant positions on the CHFS Board. All members in good standing will be eligible for these positions as per the Bylaws. The call for nominations will go out in May each year.

The Committee will ensure that candidates are identified through broad consultation with the CHFS' membership, and that candidates have the following attributes:

- willingness to serve/commitments
- ability to contribute to the society
- ability to work effectively in a group
- alignment with CHFS' mission and values
- appropriate length of service and experience to the position for which they are being nominated

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The Committee will ensure that the nominees represent the CHFS' membership in the following characteristics:

- Geography
- Academic/community
- Gender

The deadline for submissions will be July 1st.

The Board of Directors will perform an internal vote to determine who amongst them will hold which office.

Annual Achievement Award

On an annual basis, the Committee will send out requests for nominations for the CHFS Annual Achievement Award. The call for nominations will go out in March each year.

Although the recipient is usually expected to be a member of the CHFS, if nominated, exceptions can be considered at the discretion of the Committee.

The Committee will require two letters of recommendation from CHFS members in good standing to support each nomination and a 1-2-page Biography of the nominee.

The nominee must be shown to have made significant contributions to the academic, research, or clinical scopes of heart failure. Particular consideration will be given to contributions towards advancement of heart failure issues in Canada.

The deadline for submissions will be May 1, and the Committee will make its recommendation to the CHFS Board by June 1.

The Committee will inform the recipient and the CCS by June 15th to meet the CCS award ceremony program deadline.

Meetings

The Committee will conduct meetings at least twice a year by teleconference and as often as necessary to accomplish its purposes.

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Reporting

The Committee shall provide minutes of its meetings to the CHFS Executive.

Accountability

The Committee is accountable to the CHFS Board of Directors and Executive.

Last Updated: June 5, 2017

Last Approved: July 4, 2017