

## **NOMINATIONS AND AWARDS COMMITTEE TERMS OF REFERENCE**

### **Purpose**

The CHFS Nominations and Awards Committee (the Committee) was first confirmed in 2016. The purpose of the Committee is to:

- 1) Prepare a slate of candidates for vacant Board positions.
- 2) Recommend a candidate for the CHFS Annual Achievement Award.
- 3) Propose CHFS members for CCS and other specialty societies' awards and recognition.

### **Membership**

The CHFS Past-President serves as Chairperson and the term shall be 2-years in length in conjunction with the term of the Past-President.

The membership of the Committee shall consist of five (5) members, including:

- CHFS Past-President as Chairperson
- At least one (1) Allied Health Professional/Nursing member
- At least one (1) Early Career member (determined as first seven years of practice)

The Chair is responsible for appointing and recruiting the committee members. The term shall be 2 years in length in conjunction with the term of the Chair.

### **Board of Directors 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.

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

- Geography

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- Gender
- Generation
- Academic/community

The deadline for submissions will be July 15.

The Committee will submit a report to the CHFS Board of Directors for ratification. The report will include the names (and bios) of individuals being proposed for election. The report will be shared with the CHFS membership for formal vote and approval at the CHFS AGM.

Once the new Board of Directors has been constituted, the Board 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.

The deadline for submissions will be May 1, and the Committee will make its recommendation to the CHFS Executive Committee for ratification by July 15.

### **Meetings**

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

### **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: May 13, 2023**  
**Last Approved: July 4, 2017**