



Nominations and National Awards Committee

1.0 Objective

The Nominations and National Awards Committee aims to support the nomination process of members, colleagues, and other natural resource professionals for the Institute's national Awards; and recruit members to stand for election as the Institute's Second Vice-President

2.0 Functions and Responsibilities:

- 2.1. Consider, review and make recommendations to the National Executive on current descriptions and criteria for National Awards;
- 2.2. Develop an annual schedule of Awards, and support national staff in developing appropriate communication materials and mechanisms to publicize Awards;
- 2.3 Seek to identify potential candidates throughout the year for second Vice-President, and at least 5 months prior to the Institute's elections, begin to actively confirm the roster of potential new Executive members;
- 2.4 Seek to identify potential recipients of the Institute's national Awards, and support Sections or individuals actively preparing a nomination package;
- 2.5 Assess the nominations received and, taking into account the criteria agreed by the Committee, make recommendations to the National Executive for Award recipients, and names to stand for Second Vice-President.

3.0 Membership

The Nominations and National Awards Committee is chaired by a Past President of the Institute and comprised of no fewer than five members at large, plus the Past President. Members will serve a minimum 2-year term on the Committee.

4.0 National Involvement

All members of the National Executive and National Board of Directors are encouraged to support the recruitment process by bringing forward potential names to the Chair of the nomination committee. On an annual basis, the committee will seek input from the Executive and Board to identify potential candidates.

5.0 Conduct of Nominations and National Awards Committee

- 5.1 The Nominations and National Awards Committee will be chaired by a staff member of the Institute
- 5.2 Meetings will be scheduled no less than four times per year; meetings may increase in frequency as the Annual General Meeting, elections, and Award ceremony near;
- 5.3 Most decision-making is expected to be consensual. If a consensus is unclear or in doubt, the chair may clarify the committee's view by calling a vote in which a simple majority shall prevail;
- 5.3 The Executive Director will provide support to the Committee and will actively participate in committee's deliberations.

6.0 Confidentiality

The deliberations of the Committee and its discussions with potential candidates will often be candid and personal in nature. Committee members are expected to keep the specifics of such

deliberations and conversations confidential and to exercise a high degree of discretion in any statements made about the work of the committee.

7.0 Accountability

The Committee reports to the National Executive through the Committee Chair.

8.0 Meetings and Reporting

8.1 Throughout the year communication will take place primarily through e-mail. Conference calls will be arranged by the Chair;

8.2 The Committee shall report formally to the National Executive on its proceedings throughout the year;

8.3 The Committee will provide a short synopsis of annual Committee actions for inclusion in the Annual Report.