



AWARDS & NOMINATIONS

COMMITTEE

TERMS OF REFERENCE

JUNE 2022

REPORTING RELATIONSHIP

1. The Awards and Nominations Committee report to the Board of the Canadian Organization of Medical Physicians (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 the 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. Create and oversee Subcommittees for its major awards. These include:
 - a. Gold Medal Award Subcommittee;
 - b. Fellow of COMP Award Subcommittee;
 - c. Sylvia Fedoruk Award Subcommittee;
 - d. Publication Impact Prize Subcommittee
3. For the Kirby Medal, awarded jointly with the Canadian Association of Physicists (CAP), the committee is responsible for:
 - a. soliciting nominations in accordance with the criteria outlined by CAP and ensuring that all documentation is complete, and the submission is made to the CAP in a timely manner.
 - b. Identifying a suitable person to participate in the CAP committee responsible for selecting the awardee, as required.
4. For other recurring awards (including international awards of organizations of which COMP is a sponsor, such as IOMP), the committee is responsible for:
 - a. maintaining a database of such awards
 - b. soliciting nominations in accordance with established criteria
 - c. for external awards, ensuring that all documentation is complete and requisite submissions are completed in a timely manner
5. For non-recurring awards, or award initiatives or grants that COMP may choose to sponsor on a one-time or otherwise limited basis, 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 and any budget impact
 - b. soliciting nominations in accordance with established criteria
 - c. for external awards, ensuring that all documentation is complete and requisite submissions are completed in a timely manner
6. The committee will identify pending vacancies on the COMP Board and solicit nominations from the general membership in a manner consistent with the bylaws and regulations surrounding election of Officers and Directors. The committee will be proactive in encouraging COMP members to apply to such Board vacancies

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. One additional member to oversee other awards, including international, non-recurring or limited basis awards
8. COMP President (*ex-officio*)
9. 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. The Chair will serve a two year term. 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.

EQUITY, DIVERSITY AND INCLUSIVITY

This committee recognizes that both its membership and activities should reflect COMP's diverse membership. As such, it is committed to increasing participation from under-represented groups in its membership to ensure a fair and equitable awarding process. The committee is also committed to identifying and eliminating any systemic barriers that could prevent any eligible and deserving COMP members from being considered for the award(s) for which it is responsible.

The committee chair is responsible for ensuring that committee membership and practices comply with this policy. To this end,

1. The chair will annually review the membership of the committee and on any appointment to the committee, consider the impact the appointment will have on the membership of the committee as a reflection of the COMP membership.

2. The committee will conduct a periodic review, on a frequency no less than once every three years, of the recipients of the designated award to ensure that the process is equitable and that the awardees represent an appropriate cross-section of the relevant COMP membership and to identify any systemic barriers that may exist in the access to the award by the membership.

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. The COMP Board may also be consulted in the case of deadlocked decisions.
6. In the event the A&N is involved in selecting awardees, all documents involved in the decision-making process, such as scoresheets or analyses, shall be archived at COMP but not made readily available from year-to-year to protect the confidentiality of both candidates and committee members.

BUDGET

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