



**Association of Faculties
of Pharmacy of Canada**

**Association des facultés
de pharmacie du Canada**

AFPC Awards Committee Terms of Reference

Name of Committee:

Awards Committee

Purpose:

To facilitate AFPC's mandate to recognize excellence in teaching and research through the administration of the awards program.

Reports to:

Council of Faculties Voting Members

The committee shall provide a written report to the Council of Faculties Voting Members in advance of the mid-year and annual meetings. The following report format is suggested: activities/meetings of the committee, committee recommendations, and status of awards (e.g., funding status, number of nominations received).

Staff Liaison / Support Person:

Executive Director or Administrative Assistant

Responsibilities:

- Promoting the awards program to the membership
- Providing the membership with up-to-date award information (e.g., eligibility, selection criteria, application procedures)
- Engaging the membership in the selection process
- Ensuring a fair selection process
- Selecting award winners based on reviewer recommendations
- Recognizing award winners (e.g., at the annual conference)
- Maintaining a fiscally responsible awards program
- Identifying new awards.

Chair:

The Chair of the Awards Committee will be determined at the annual meeting of the Council of Faculties Voting Members.

Committee Members:

The Chair shall seek members from the AFPC faculty voting or non-voting membership categories. The committee shall consist of between 3-5 members including the Chair.

Terms of Office:

Committee members will be appointed or reappointed after the Council of Faculties Voting Members Annual Meeting and shall serve for one year. Committee members are eligible to continue to serve if asked by the Chair.

Frequency of Meetings:

The committee shall convene at the call of the Chair and will meet as often as required (at least 1 conference call per year). Business of the committee may be conducted by e-mail.

Quorum:

Quorum will consist of at least half of the committee.

Voting:

Committee decisions will normally be made by consensus. If a vote is required, the decision will be made by a simple majority. In the case of a tie, the Chair will cast the deciding vote.

Operating Budget:

Funds are provided to cover the cost of meeting conference calls. Additional funds must be requested through the annual operating budget process.

Approved May 30, 2014: AFPC Council of Faculties Voting Members