

Terms of Reference

Professional Engineers Awards Committee (AWC)

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Approved by: Council

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Review by:

Legislated and other Mandate approved by Council	To coordinate, manage, promote and monitor the Professional Engineers Ontario (PEO) <u>Ontario Professional Engineers Awards (OPEA) Program, Order of Honour (OOH), Sterling Engineering Intern Award</u> , and External Honours activities to support achievement of the additional object of the Act, which states, "To promote public awareness of the role of the association". (Section 2(4) 4)
Key Duties and Responsibilities	<ol style="list-style-type: none"> 1. Encourage the nomination and celebration of deserving colleagues for recognition through Professional Engineers Awards Programs (OOH, OPEA and Sterling) and External Honours. 2. Promote and raise awareness of the Awards program through: <ol style="list-style-type: none"> (a) representation at Committee and Chapter events, and (b) communications with employers of engineers, learned societies, associations, and others. 3. Monitor and review past award recipients and other award programs to identify persons deserving further recognition through upgrades or other awards. 4. Review and assess eligible nominations for the Ontario Professional Engineers Awards (OPEA), Order of Honour (OOH), Sterling Award and External Awards programs and make recommendations for potential awardees for approval by PEO Council, and by the OSPE Board regarding the OPEA awardees only. 5. Participate in establishing parameters for the award ceremonies to recognize recipients of the OOH and OPEA. Participate in the ceremonies. 6. Monitor the awards program strategies. 7. Review and consider / recommend to Council awards program changes and/or new awards where appropriate. 8. Oversight of the nomination for the Engineers Canada Fellowship program and for the Ontario Volunteer Service Award.
Constituency, Number & Qualifications of Committee/Task Force Members	From 10 to 12 members, with maximum of 12 members of the association. Usually selected as a cross-section of industry, academic, and government. Two of the members are appointed by the Ontario Society of Professional Engineers to jointly administrate the Ontario Professional Engineers Awards. Desirable to include at least one member of Council, one Companion of the OOH, and about six recipients from PEO's Awards Program, preferably engineers of some years standing and with a wide knowledge of engineering disciplines.
Qualifications and election of the Chair	The election of the Chair shall ideally take place at the first committee meeting of the calendar year for a one-year term. The Chair can be re-elected to serve a maximum of 3 consecutive terms. A two-thirds majority vote by members of the Committee is required to remove the Chair.
Qualifications and election of the Vice Chair(s)	The election of Vice Chair shall take place at the first committee meeting of the calendar year. The Vice Chair is elected for a one-year term, commencing in January. The Vice Chair can be re-elected to serve a maximum of 3 consecutive terms. To ensure continuity, it is desirable that the Vice Chair advances to the Chair's position, once the Chair's term of service is expired.
Duties of Vice Chair(s)	Chairing meetings in the absence of the Chair. Ideally, the Vice Chair will chair a subcommittee of the Awards Committee.

Term Limits for Committee Chair and Vice Chair	<p>The Chair and Vice Chair are elected annually for a one-year term, from January to December. The Chair and Vice Chair may be re-elected to their positions to serve a maximum of three (3) consecutive years. To ensure continuity, it is desirable that the Vice Chair moves to the Chair's position, once the Chair's term of service is expired. Once the Chair and/or Vice Chair have served for the maximum term for their respective positions, they are not eligible for reappointment to those positions. The Chair, once having served as Chair, may only serve as a general committee member thereafter to the maximum ten (10) years of cumulative committee service.</p>
Term Limits for Committee Members	<p>Committee members are appointed for a one-year term, from January to December. Committee members may be re-appointed, but shall retire from the committee for at least six (6) years after ten (10) years of cumulative committee service.</p>
Succession Planning	<p>Note: All committees must have a succession plan, approved by Council, to ensure the orderly transition of the position of chair and vice chair as well as provide for the renewal of the committee's membership and on-boarding of new committee members.</p>
Quorum	<p>Committee operates under Wainberg's Rules</p>
Meeting Frequency & Time Commitment	<p>Up to 8 full-day face-to-face meetings per year. Remainder by teleconference. Subcommittee meetings will be held in conjunction with face-to-face meetings or by teleconference. The number of Subcommittee meetings is approximately equal to the number of meetings of the full Committee.</p>
Operational year time frame	<p>Calendar year (January to December)</p>
Committee Advisor	<p>Fern Gonçalves, Director, People Development</p>