



Canadian Institute for Procurement and Materiel Management  
Institut canadien d'approvisionnement et de gestion du materiel

## **Terms of Reference Awards Committee**

### **1. INTRODUCTION**

The Awards Committee is a standing committee of the Board of Directors (the “Board”) of the Canadian Institute for Procurement and Materiel Management (CIPMM).

### **2. ROLE AND RESPONSIBILITIES**

Subject to the duties and responsibilities of the Board, the Awards Committee will perform the following duties:

#### **CIPMM Awards Validation and Update:**

- Develop and recommend to the Board for approval, updates to existing awards category descriptions, bursary descriptions/values and addition/deletion of any categories of award.

#### **CIPMM Awards Nomination Process & Evaluation:**

- Ensure update of awards nomination form annually.
- Ensure awards nomination period is advertised via social media, CIPMM website and any other appropriate means.
- Perform evaluation of received nominations, selecting successful nominees (due to the varying responses received, some years there may be more than one winner in a category and no winner(s) in other(s)).
- Inform Willow representative of successful candidates to have awards ordered
- Inform successful candidates of their award.

#### **CIPMM Awards Presentation:**

- Prepare awards slide show.
- Present awards to selected candidates at CIPMM event (usually in person at National Workshop but may vary due to prevailing conditions- e.g. Virtual workshops etc.).

#### **Committee Composition:**

- Solicit interested Board Members to form part of Awards Committee.

### 3. MEETING FREQUENCY

The Awards Committee will meet as determined by the Chair but no less than two times per fiscal year.

### 4. MEMBERSHIP

The Awards Committee will be composed of a minimum of one Director and the Chair.

### 5. DECISIONS RECORDS

The Committee Chair will be responsible for:

- Recording decision to all committee members.