



AWARDS COMMITTEE TERMS OF REFERENCE

Type of Committee: Standing Committee reporting to the Board of Directors (hereafter referred to as ‘the Board’)

General Purpose:

The Awards Committee is a standing committee and has a mandate to develop CADS criteria for Awards that will elevate, promote and recognize those members and volunteers who have contributed in many and varied ways in the promotion and development of Adaptive Snowsports in Canada.

Key Duties and Responsibilities:

1. Review and revise awards and bursaries.
2. Selects recipients for the national awards.
3. With the exception of the president’s award which is awarded by the current CADS president.
4. Selects recipients for the CADS Bursaries.
5. Delegates the adjudication of certain grants, prizes and awards.
6. Drafts new awards and grants.

Committee Composition

- The Committee shall consist of the Board chairperson, the Executive Director and the Operations manager,
- At the discretion of the Committee Chairperson, resources, including resources from outside the organization may be secured by the Committee on an ad hoc basis to assist it in effectively delivering its mandate.
- The CADS President is entitled to attend Committee meetings in an ex-officio capacity.

Committee Meetings

- The committee shall meet at monthly with dates established by the Committee Chair.



- Additional meetings to be determined and scheduled, as required, by the Committee Chair.
- Meetings should occur at least one week in advance of full Board meetings to allow sufficient time for preparation and circulation of materials.
- Quorum is a simple majority.

Roles and Responsibilities

- The Committee Chair organizes, presides over, provides a report at each Board meeting as appropriate, and ensures minutes of the meetings are prepared and shared with the Board in a timely manner. Committee members attend all scheduled meetings, diligently review all materials, and provide constructive recommendations as appropriate.
- Additional attendees may be invited at the Committee Chair's discretion.

The preceding are the Awards Committee Terms of Reference in their entirety. Changes to these Terms of Reference can only be made with the approval of the full Board.

TOR record

Approved by:	Ed Shaw
Date:	April 25th, 2022