



RAIC | IRAC
Royal Architectural Institute of Canada
Institut royal d'architecture du Canada

Terms of Reference AWARD ADVISORY COMMITTEE

Name

Award Advisory Committee

Type

Standing – Operational
Reports to CEO (or designate)

Purpose

The Award Advisory Committee is responsible for overseeing the RAIC Honours and Awards Program.

Scope

Institute Awards

- Contribute to the development, implementation, and review of terms of reference for the Institute's awards program, ensuring alignment with the strategic direction of RAIC.
- Provide recommendations to the CEO for the ongoing development of Institute awards and award principles and procedures.

Nomination and Selection

- Consult with RAIC members as necessary to provide recommendations regarding the awards submission and nomination process.
- Provide an objective and fair review process of nominations and submissions submitted for RAIC awards using published criteria.
- Identify and select as well as prepare a long list of potential jury members as per each award terms of reference.
- Submit list of award recipients to the CEO for information after the public announcement.
- Refer to and follow established RAIC policy to address any conflicts in identifying and recommending volunteer members to serve as professional advisors to the selection or nominating committee.

Awards Process

- Review regularly the principles, practices and procedures to be followed in investigating complaints and make recommendations to the CEO regarding changes to B-8 Awards Procedure. (add link to section from Governance Manual)
- Evaluate the work of the Committee on an annual basis for continuous improvement.

Authority

This is an operational committee reporting to the CEO or designate. Authority of the committee, or a member, to act on behalf of the RAIC is limited to that which is approved by the CEO or designate.



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The committee shall not:

- Maintain separate bank accounts or investments, purchase property or hire employees; or
- Have the legal authority to sign contracts, incur liability on behalf of the RAIC or to otherwise bind the RAIC; or
- Expand or alter its structure without express written permission from the RAIC CEO or designate.

Membership

The Award Advisory Committee is made up of one (1) RAIC director, and six (6) members at large who are in good standing with the RAIC. The group will include the Vice President of Member Engagement, as secretary and member of the committee. Committee composition may be altered at the discretion of the CEO and based on the work required of the committee.

All Award Advisory Committee Members are appointed by the RAIC CEO.

The Committee will, at its first meeting in each calendar year, select co-chairs from its members, who will serve as chair until replaced. One of the co-chairs must always be the Chancellor of the College of Fellows.

Candidates will be identified periodically through website postings and email solicitation. Applications will be evaluated by the CEO or designate and the Vice President of Member Engagement using the following criteria:

- experience in architectural practice; and
- knowledge and experience in architectural honours and awards; and
- experience with volunteer work; and
- written communication skills; and
- to be inclusive and reflective of the diverse membership of the RAIC, consideration will also be given to providing:
 - a variety in the type and scale of architectural experience; and
 - broad geographical representation including Atlantic Canada, Quebec, Ontario, Prairies, British Columbia, northern Canada; and
 - representation of both official languages; and
 - diversity in gender identification, age, sexual orientation, ethnicity and ability.

Term

Members will be appointed for a three-year term, on an iterative basis. With the goal of balancing continuity and renewal, 1 new member will be appointed each year. Current members, will each, upon adoption of this Terms of Reference, be asked to commit to 1, 2- or 3-year reappointment. Any appointment may be renewed by the CEO up to two times, after the adoption of these Terms of Reference.



Meetings

The Committee will meet at a minimum 4 times per year, organized by the Vice President of Member Engagement. Additional ad hoc meetings may be convened. A quorum shall consist of at least 60% of current members. Meetings will be held primarily by telephone or video conferencing.

The Vice President of Member Engagement, in consultation with the Chairperson, will prepare and issue an Agenda, at least one week prior to a meeting. The Vice President of Member Engagement will prepare and circulate, via email, to committee members, shortly after the meeting, draft minutes of discussion and record of actions. Minutes will be approved by the Committee at the next meeting.

Members will communicate by email, telephone and video conference between meetings. Ad hoc meetings or team working sessions of a sub-set of committee members may be convened between regular meetings, without agendas or minutes being prepared.

Consensus will be the goal. In the absence of consensus, actions of the Committee will be decided by a simple majority of members present at a scheduled meeting of the Committee, which comprise a quorum. The chair may cast a vote.

Member Roles and Responsibilities

Members are expected to:

- Review materials provided in preparation for a meeting.
- Attend and participate in meetings.
- Review and comment upon draft resources developed by the working group.
- Assist in identifying emerging issues.

Reporting

The Committee is responsible to the CEO.

Copies of meeting minutes shall be retained by RAIC designated staff and RAIC National office.

Resources, Budget and Deliverables

The Vice President of Member Engagement is the primary staff resource to the Committee, and they will coordinate access to other resources within the RAIC, and contracted services where necessary, on behalf of the Committee.

If applicable, activities must be organized in collaboration with RAIC staff and with RAIC operational policies and processes. RAIC staff maintain final authority and decision making for any activities.

The RAIC designated staff is responsible for oversight of committee budgets. The designated staff will provide financial updates to the committee according to RAIC policy and process, as required. RAIC will provide resources to facilitate meetings for example, tele/videoconference access. RAIC will provide operational support related to marketing and communication for committee work, as required and subject to RAIC policy and procedures.



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Contracted or purchased resource expenditures, if required, will be budgeted for consideration and specific approval in advance aligned with RAIC annual budgeting and planning process. The Committee shall adhere to the Financial and Accounting Policies of the RAIC. The committee has no spending authority except as budgeted and authorized within the approved annual budget.

Deliverables

Annual work plan by September 15th.

Annual Activity Report by April 1st.

Review

Terms of reference will be reviewed by the RAIC staff designate every year from date of approval of this document.