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Royal Architectural Institute of Canada
Institut royal d'architecture du Canada

RAIC Awards Advisory Committee Terms of Reference

Purpose

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

Membership

There shall be two (2) co-Chairs, one of whom shall be the Chancellor of the College of Fellows or designate and the other co-Chair shall be a member at large nominated by the Committee and appointed by the Board. Up to five (5) additional members at large shall sit on the committee for a total of up to seven (7) members. The CEO or delegate and the professional advisors are ex-officio non-voting members.

Formulation of Recommendations

The committee's decisions and recommendations will be based on consensus of all members.

Eligibility

All committee members must be RAIC members in good standing. Members of the committee are not eligible to submit to the Governor General's Medals in Architecture program during their three-year term.

Terms

The members at large shall serve three-year terms. The terms shall be staggered when possible.

Work of the Awards Committee

Institute Awards

- Oversee the development, implementation, and review of terms of reference for the Institute's awards program, to ensure Institute awards reflect the strategic direction of RAIC.
- Provide recommendations to the Board of Directors for the ongoing development of Institute awards and award principles and procedures.



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Nominations and Selection

- Consult with RAIC members as necessary to provide recommendations regarding the awards 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 long list of potential jury members as per each award terms of reference.
- Submit list of award recipients to the Board for information after the public announcement with the exception of the RAIC Gold Medal. The Jury shall make a recommendation for awarding the Gold Medal which will be referred to the RAIC Executive Committee for endorsement.
- Identify and recommend volunteer members to perform the duties of professional advisor to the nominating committee.

Marketing and Promotion

- Work with staff to provide input regarding strategies and tactics for marketing and promotion of RAIC awards.

Awards Process

- Review regularly the principles, practices and procedures to be followed in investigating complaints and make recommendations to the Board of Directors 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.

Reporting

The Awards Advisory Committee reports bi-annually to the Board of Directors with respect to its activities.