



RAIC | IRAC

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

Awards Committee Terms of Reference

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.

Members of the Awards Committee and members of their firm are not eligible to submit to all RAIC awards.

Terms:

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

Purpose

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

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.

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.
- 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.



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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*.
- Evaluate the work of the Committee on an annual basis for continuous improvement.

Reporting

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

Approved by the RAIC Board of Directors: May 4, 2021