

Terms of Reference for the Royal Architectural Institute of Canada Awards Committee

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1. Name

RAIC Awards Committee

2. Purpose

- 2.1 The purpose of the Awards Committee is to oversee the implementation of the Institute's Awards program
- 2.2 The members of the Awards Committee are responsible for directing ongoing activities of the Institute's Awards Program, and identifying any policy questions or recommendations for consideration by the Board.

3. Membership

- 3.1 Members of the Awards Committee shall be appointed by the Board of Directors. The Awards Committee shall be comprised of up to five members, one of whom will be the Chancellor of the College of Fellows. All members shall have specific interest and expertise in the area of Honours and Awards and all shall be members of the College of Fellows.
- 3.2 The Chair of the Committee shall be elected by the members of the Committee. The Board of Directors shall ratify the selection of the chairperson.
- 3.3 The terms of appointment shall be for three years. Effort shall be made to stagger all appointments to provide overlap and continuity.

4. Duties

- 4.1 The Awards Committee shall oversee the development of terms of reference for all RAIC Awards. In each case this will address such issues as: eligibility criteria, nomination/application process, jury profile, selection process, as well as details for public celebration and promotion of the program and the winning recipients.
- 4.2 The Awards Committee shall advise the RAIC staff regarding framing proposals and identifying potential sources of funding to carry out the RAIC Awards program.
- 4.3 The Chair of the Awards Committee shall report regularly to the Chancellor of the College of Fellows on the progress of the activities of the Awards program.

5. Authority and Resources

- 5.1 Program resources (budget, staff time, etc.) are approved by the Board of Directors. Within these established parameters, the Awards Committee has the authority to increase program expenditures only if they have confirmed offsetting additional revenue. All efforts to obtain additional revenue are to be coordinated with the staff to avoid any conflicts amongst the program streams.
- 5.2 The administrative expenses of the Awards Committee shall be remunerated at cost.
- 5.3 The Awards Committee is appointed to provide voluntary professional input to the Awards program's direction and development. The staff of the Institute is responsible to the College of Fellows and the Board of Directors of the RAIC for all management issues of the Awards program.

6. Operation of the Awards Committee

- 6.1 Meetings shall be at the call of the Chair in consultation with the Manager, Honours and Awards.
- 6.2 The business of the Awards Committee shall generally be conducted by means of e-mail, facsimile communication and telephone conference call. Work shall be coordinated by the Manager, Honours and Awards.

7. Operation of the Awards Committee

- 7.1 Amendments to the Terms of Reference shall be made the Board of Directors.