

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

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 will be selected through a Call for Volunteers process. The Awards Committee shall be comprised of up to five members, one of whom will be the Chancellor of the College of Fellows or his/her designate. All members shall have specific interest and expertise in the area of Honours and Awards and the composition of the committee should reflect Canadian diversity.

3.2 The Chair of the Committee shall be the Chancellor of the College of Fellows.

3.3 The terms of appointment shall be for three years. Effort shall be made to stagger all appointments to provide overlap and continuity.

3.4 Members of the Awards Committee are not eligible to submit to the Governor General's Medals in Architecture program during their three-year term.

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 RAIC Board of Directors 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, and telephone conference call. Work shall be coordinated by the Manager, Honours and Awards.
- 6.3 Amendments to the Terms of Reference shall be made the Board of Directors.