

Terms of Reference

Recognition and Awards Committee

1.0 Introduction

The Recognition and Awards Committee was established to guide and direct the development and implementation of the APCO Canada Awards of Excellence program.

2.0 Authority

The Recognition and Awards Committee has a mandate to develop APCO Canada recommended criteria for Awards that will elevate, promote and develop the profession of public safety communications, through the delegated authority of the APCO Canada Board of Directors.

3.0 Composition and Term

The Recognition and Awards Committee consists of up to five APCO Canada members with representation from across Canada.

Composition of the committee will remain as noted above however; it is recognized and accepted that at times there may be a need for additional representatives, as areas of expertise are required.

A Board approved designated member of the committee shall serve as the Chairperson.

Members of the Recognition and Awards Committee will serve a minimum term of two years, between each Annual General Meeting.

4.0 Decision Making

Recommendations of the Recognition and Awards Committee will be forwarded through the Chairperson to the Board of Directors for decision.

Recommendations going forward will be presented in the form of a Decision Document from the Recognition and Awards Committee and will be representative of the committee as a whole.

5.0 Meetings

Meetings will be scheduled quarterly or as required.

6.0 Role

The APCO Canada Board of Directors is responsible for elevating, promoting and developing the profession of public safety communications.

The role of the Recognition and Awards Committee is to guide and direct the development and implementation of the APCO Canada Awards of Excellence program.

The Recognition and Awards Committee will:

- Develop criteria for APCO Canada Recognition and Awards;
- Market and promote the awards programs within Canada;
- Solicit nominations for the awards;
- Obtain sponsorship for the awards in consultation with APCO Canada;
- Evaluate the nominations against the established criteria; and,
- Recommend recipients of each award.

7.0 Accountability

The Recognition and Awards Committee will:

- Report their activities quarterly to the APCO Canada Board of Directors;
- Ensure there are nominations for each of the National Award categories;
- Ensure the adequate sponsorship for the various Nation Awards; and,
- Ensure the recommended recipients of each National Award are identified to the Board of Directors.