



TERMS OF REFERENCE

Committee Name

The Awards Committee.

Type of Committee

The Awards Committee is a CCLA standing committee with an indefinite term.

Mandate

The Awards Committee reviews and selects Award nominees in accordance with the criteria set for each Award, to recognize members who contribute beyond usual efforts and to create & maintain scholarships, as appropriate.

Functions/Responsibilities

The functions and responsibilities of the Awards Committee are to:

- Provide representation on the University of Ottawa Scholarship Selection Committee and attend meeting(s) as required.
- Ensure that the Algonquin College Scholarship Fund is awarded. No meetings are required.
- Review, from time to time, the criteria for the award of each of the CCLA Awards, namely the Carleton Medal, the Gordon F. Henderson Award, the RSJ (Regional Senior Justice) Award, the Abe Feinstein Solicitors' Award and such other awards as the CCLA Board of Trustees may create.
- Work with the Planning Committees of the four cornerstone conferences to encourage a robust pool of nominations for the Awards each year.
- Review the nomination materials submitted in respect of nominees for the CCLA Awards; consult with appointees from the Solicitors' Conference Planning Committee and the Real Estate Committee with respect to the Feinstein award; and consult with others as necessary, while striving to ensure confidentiality regarding the nomination selection process.

- If the Awards Committee decides that one or more nominees meets the criteria for an Award, including the ability to attend the relevant Awards ceremony to receive the Award, select the recipients for the Awards in any given year. While the Committee should strive to award each Award to a recipient every year, it is not necessary to select a recipient for every Award every year and, similarly, it is possible to award the same Award to two nominees in a given year.
- Take such steps as are set out on the 'Critical Path' attached as Schedule 'A'

Accountability & Reporting

The CCLA Awards Committee is accountable to the Board. The reporting obligations of the Committee may, at the Board's discretion, be delegated from time to time to the Executive Director, the President, the Executive Committee, another Committee of the Board, or one or more of the foregoing.

Membership

The Committee Chair is appointed by the CCLA President with the assistance of the existing Committee Chair.

The Committee shall contain a maximum of seven voting members, appointed by the CCLA President.

It is desirable that the Committee contain, at a minimum: a barrister, two solicitors (at least one of whom is a Solicitors' Conference Planning Committee Co-chair or his/her nominee), a family law lawyer, a criminal lawyer and two members appointed by the CCLA President.

All Committee Members must be members in good standing of the CCLA.

Notwithstanding the foregoing, a non-CCLA member may be a member of the Committee.

The CCLA Executive Director is an *ex officio* member of the Committee.

The President shall have the right to appoint a member of the Board or of the Executive committee to sit on the Committee, either as a member or *ex officio* member.

The Chair of the Committee shall be primarily responsible for the function of the Committee and its accountability.

Term & Renewal

The Committee Chair shall have an initial term of three years, commencing on August 1st, which shall thereafter be renewable on an annual basis as provided under the CCLA's Committee and Communication Policy.

All other committee members shall have a term of one year, commencing on August 1st each calendar year, renewable as provided under the CCLA's Committee and Communication Policy.

Vacancies

The Committee must, in any recommendation to fill a vacancy, honour as closely as possible the membership criteria as set out in the CCLA Committee and Communications Policy, including, in particular, the commitment of the CCLA to diversity in committee memberships, as set out in subparagraph (iv) of the Vacancies section of the Policy.

Decision Making Protocol

The Awards Committee shall make every reasonable effort to make decisions by consensus and, in all other respects, in accordance with the CCLA Committee and Communication Policy.

Conduct & Communications

Each Committee member, upon becoming a member of the Committee, agrees to be bound by any Board-approved policy, including but not limited to the Committee and Communication Policy and the CCLA Committee Members' Code of Conduct posted on the CCLA website.

Meetings

The Committee shall meet as frequently as is necessary to accomplish the functions/responsibilities assigned to it. The CCLA shall pay for reasonable expenses incurred for meetings of the Committee up to a maximum of ten meetings per year.

The Committee may invite guests to a meeting or a series of meetings, provided the attendance of any such guest at the meeting(s) is communicated to and approved by the Executive Director.

The President may attend, or may appoint a delegate from the Board, to attend any one or more meetings of the Committee.

Budget and Spending

All spending of the Committee will be controlled by and will require approval of CCLA staff, who shall be guided by the annual CCLA budget approved by the Board for each fiscal year.

Attachments:

- Critical Path for Awards Nomination and Selection (Schedule 'A')

SCHEDULE “A”

CCLA Awards Selection – Critical Path

Late March, after AGM	Meeting of Awards Committee to review results of current year Awards and to review Critical Path for next year’s awards; reminders to cornerstone conference organizers to make brief announcement at each conference about call for nominations in the November
Apr /May	Family Law Conference – reminder of call for next year’s nominations
March/May	Solicitors Conference – award of Feinstein award and reminder of call for next year’s nominations
Mid-Sept	Meeting of Awards Committee to prepare action plan [e.g. groups from whom to solicit nominations]
October	Alert in newsletter that call for nominations will be made in December
October	Criminal Law Conference – reminder of call for next year’s nominations
November	Civil Lit Conference – reminder of call for next year’s nominations
Early December	Send out email re: 4 Award Nominations with closing date for January 30; post on Website; update Awards Page
Mid-Dec	In Newsletter, reminder re: Award Nominations
Early Jan	In Newsletter, reminder re: Award Nominations
Jan 15	Telecon meeting of Awards Committee to review status of nominations and to engage action plan if insufficient; check that nominators have confirmed nominees’ ability to attend AGM
Jan 31	Deadline for Award Nominations
By Feb 15	Meeting of Awards Committee to decide on Awards recipients
Feb	Send out email re: 3 Award Recipients in connection with marketing for AGM. Feinstein award winner remains confidential until March/April as identified below
March	AGM – award of 3 awards (Carleton Medal, Henderson Award, RSJ) and announcement that Abe Feinstein Solicitor Award will be awarded at the Solicitors’ Conference
Late March, after AGM	Meeting of Awards Committee to review results of current year Awards and to review Critical Path for next year’s awards; reminders sent to cornerstone conference organizers to make brief announcement about call for nominations at their conferences
April/May	Abe Feinstein Solicitor Award announced by CCLA in lead-up to Solicitors’ Conference
May	Solicitors’ Conference – award of Abe Feinstein Solicitor Award