

Award Adjudication Working Group

Purpose of the Working Group

The Award Adjudication Working Group is formed annually for the purpose of reviewing and adjudicating the nominations put forward for AMBA's annual awards program.

Committee Type

Working Group

Scope

- Review all award submissions received to ensure they meet the appropriate criteria for each award.
- Review assigned categories/awards submissions and adjudicate according to the pre-determined criteria.

Membership Structure

Up to 15 members in good standing. Previous award-winners will be invited to participate in the working group each year.

- Chair - Manager of Events (does not adjudicate)
- Staff Liaison (Events Coordinator)

Key Responsibilities

- 1) Evaluate each nomination based on the criteria provided.
- 2) Complete adjudications in advance of the deadline provided.
- 3) Be an AMBAssador in the mortgage community to promote the awards and recognition program to all industry members.
- 4) Attend the Gala (if possible)
- 5) Provide feedback to the AMBA operational team on the adjudication process.
- 6) Ensure the awards program is objective and ethical;

Duties of Committee Members

- 1) Attend scheduled meetings between February and end of June.
- 2) Disclose any real or potential conflicts of interest according to our adjudication policy.
- 3) Adjudicate each submission fairly and according to the defined criteria.
- 4) Always maintain confidentiality.
- 5) Complete assigned adjudications prior to the prescribed deadline.
- 6) Attend the Gala (if possible).

Accountability & Reporting

The working group is accountable and reports to the CEO.

Meetings

Meetings will occur monthly (at most) between February and June.



Membership Criteria

Must be a member in good standing of AMBA.

Confidentiality

In order to protect the integrity of the awards program, members are expected to maintain confidentiality during and after adjudication.

Average Time Commitment

- 1-1.5 hours per adjudication meeting
- 3 hours to attend the Gala

Adjudications

Adjudications are confidential and are not to be discussed with fellow working group members. Any questions should be directed to the Chair.

Measures of Success

All awards adjudicated against the criteria by the deadline.

Benefits

- Job satisfaction through volunteerism;
- Contribute to the betterment of the industry;
- Be a part of recognizing exceptional industry members;
- Networking and relationship building;
- Complimentary ticket to the awards gala.

Resources

Resources and support services will be provided through the office of the CEO.

Chair

Manager of Events

Staff Liaison

Appointed annually.