



## Awards & Recognition Committee

### Purpose of the Committee

Based on the operational business plan for a governing year, act as a resource to the CEO by supporting the staff in the review, re-development and launch of AMBA's awards and recognition program.

### Committee Type

Operational Committee

### Scope

- Successfully complete approved annual work plan
- Support the CEO and operational team in reviewing the history of the AMBA awards offerings and developing a refreshed and meaningful awards program
- Assist the CEO and operational team in brainstorming creative ways to recognize volunteers through a volunteer recognition program
- Determine legacy and new awards to be presented to members, including criteria and judging requirements
- Provide suggestions and brainstorm ideas to determine the best platform for an awards ceremony/gala in conjunction with the annual events calendar
- Create the terms of reference and application process for the awards sub-committee (evaluates nominations)
- Be an AMBAssador in the mortgage community to promote the awards and recognition program to all industry members
- Where needed, assist the Marketing & Communications Specialist in the development the brand and marketing/promotion collateral to promote the awards and recognition program

### Membership Structure

*Up to 9 members comprised of at least 5 members and the Events Specialist. CEO is an ex-officio member (non-voting).*

- Chair (Events Specialist)
- Staff Liaison (Event Coordinator)

### Subcommittees

An awards sub-committee, and others as needed, shall be formed once the program is fully developed and ready for implementation



### Key Responsibilities

- 1) Assist staff in the development of the awards and recognition project plan;
- 2) Provide recommendations and suggestions to the staff on member-focused perspectives;
- 3) Ensure the awards and recognition program is objective and ethical;
- 4) Promote the awards and recognition program to the industry.

### Duties of Committee Members

- 1) Attend scheduled meetings; attend the AGM; attend awards/recognition events;
- 2) Arrive on time and be prepared to participate;
- 3) Read any material received prior to the meeting;
- 4) Accept your share of delegated work.

### Accountability & Reporting

- The committee is accountable and reports to the CEO.
- Committee members report to the Chairs of the Committee

### Meetings

Meetings will occur a minimum of 6 and a maximum of 12 times annually.

### Membership Criteria

Must be a member in good standing or a staff member of AMBA. Non-members may be considered based on skillset.

### Confidentiality

We encourage you to talk to your peers about topics being discussed. Often, we will ask you to gather feedback for certain topics and decisions. However, matters discussed in the Committee are deemed confidential until a decision has been made or an action item has been approved.

### Term Limits

Maximum term limit is 4 consecutive years.

### Average Time Commitment

- 8-18 hours per year (meetings only);
- 1-2 hours preparation pre-meeting;
- Meetings are typically held monthly

### Voting

Business arising at any meeting of this committee shall be decided by a majority of votes. The Committee Chair shall not have a vote except in the case of a tie. No committee member shall be entitled to vote by proxy.



### Quorum

A quorum of the committee to vote to make a recommendation to the CEO shall consist of more than 50% of the voting membership of the committee.

### Measures of Success

- Revamped awards program that is meaningful, transparent, and efficient;
- Launch of awards and recognition gala in 2023;
- Volunteer recognition program implemented;
- Increased member engagement via volunteer opportunities.

### Benefits

- Job satisfaction through volunteerism;
- Fully informed of ongoing changes to the industry;
- The opportunity to effect change at AMBA and be involved in refreshing legacy programs and implement new and exciting initiatives;
- Contribute to the betterment of the industry;
- Have a say in why and how fellow industry members are recognized or rewarded;
- Stepping stone to Standing Committees, the Board of Directors, and other industry related positions available throughout Alberta and Canada;
- Networking and relationship building;
- Free ticket to the awards gala

### Resources

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