



Awards & Recognition Committee

TERMS OF REFERENCE

Purpose:

Based on the Operational Business Plan for a governing year, support the AMBA staff in the review, re-development and launch of the awards and recognition program.

Scope:

- *Successfully complete approved annual work plan*
- *Support the Executive Director and Events & Sponsorship Specialist reviewing the history of the AMBA awards offerings*
- *Assist the Executive Director and Events & Sponsorship Specialist in developing a phased project plan for a 2021 launch*
- *Determine legacy and new awards to be presented to members, including criteria and judging requirements*
- *Work closely with the Events & Sponsorship Specialist 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*
- *Assist the Marketing & Communications Coordinator in development the brand and marketing/promotion collateral to promote the awards and recognition program*

Committee Type:

Operational Committee

Membership & Structure:

Up to 6 members comprised of 1 Director, a minimum of 2 non-director members, and the Executive Director and Events & Sponsorship Specialist

- *Chair (Events & Sponsorship Specialist)*
- *Staff Liaison (Executive Director)*

Subcommittees:

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

Meetings:

Meetings will occur a minimum of 4 and a maximum of 12 times annually.

Location of Meetings:

Meetings will be held at the AMBA office or by Zoom videoconference.

Reporting

The Awards and Recognition Committee is accountable to the Executive Director.



Term Limits:

Committee members serve a minimum term of 1 year and a maximum term of 4 years

Quorum

A quorum shall consist of more than 50% of the voting membership on the committee.

Voting

Business arising at any meeting of this committee shall be decided by a majority of votes. The Committee Chair shall not have a second vote in case of a tie.

Committee Members:

Membership to this committee is determined based on application. Applications will be reviewed by the Executive Director and the best-fit candidates selected accordingly.

Amendments or Changes to Terms of Reference:

Terms of Reference will be reviewed and approved annually by the Board of Directors.

Date of Last Review:

December 19, 2019

Skillset

Knowledge

- *Be familiar with AMBA's vision, mission, values, goals, strategic plan, governance structure*
- *Have an understanding of the not-for-profit sector and member-based organizations*
- *An understanding of the legacy of AMBA's awards program*
- *An understanding of other industry-specific awards programs*

Leadership

- *Ability to inspire and mentor others*
- *Use resources effectively to achieve set goals, including organization tasks, delegating responsibilities, and directing resources*
- *Enthusiasm and passion for meaningful volunteer and industry recognition*

Strategic Thinking & Decision Making

- *Ability to consider the big picture while being goal/future-oriented*
- *Ability to process large amounts of information; synthesize and incorporate multiple viewpoints and perspectives*
- *Ability to make informed decisions efficiently and take action when needed*
- *Ability to be objective at all times about what is best for the whole association rather than what is best for a particular constituency*

Experience

- *Experience in project management an asset*