



Award Adjudication Working Group Terms of Reference

2025-2026 Working Group Membership

Name	Company	Email
1 Sonia Aguiar (Chair)	AMBA	saguiar@amba.ca
2 Jay Allard	MA Mortgage Architects	allardfinancialservices@gmail.com
3 Jill Moellering	MA Mortgage Architects	Jill@JillMoelleringMortgages.com
4 Angela Canales	TMG The Mortgage Group	angela@403mortgages.com
5 Kristy-Lynn Maxwell	Verico Financial Group Inc.	kristy.maxwell@verico.ca
6 Natasha Gemby	First National Financial LP	natasha.gemby@firstnational.ca
7 Adrian Fung	TD Canada Trust	Adrian.Fung@td.com
8 Doug Farmer	First National Financial LP	douglas.farmer@firstnational.ca
9 Ray Buela	Equitable Bank	rbuela@eqbank.ca
10 Adil Mawji	Invis Inc.	adilmawji@invis.ca
11 Heather Wyntinck	CWB Optimum Mortgage	heather.wyтинck@cwbank.com
12 Sarah Strauss	The Place to Mortgage	sarah@thelacetomortgage.com

Purpose of the Committee

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. The Chair and Staff Liaison are non-voting members and do not adjudicate.

Subcommittees

Subcommittees may be formed to complete specific tasks/projects as needed.

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 program to all industry members.
- 4) Attend the Gala (if possible).
- 5) Provide feedback to the AMBA operational team on the awards, award criteria, adjudication process.
- 6) Ensure the awards program is objective and ethical.

Duties

- 1) Attend scheduled meetings between March and December.
- 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).
- 7) Participate in review of awards, award criteria and adjudication process.

Accountability & Reporting

The working group is accountable and reports to the CEO.

Meetings

Meetings will occur monthly (at most) between March December.

Membership Criteria

Must be a member in good standing.

Confidentiality

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

Term Limits

Maximum term limit is 4 consecutive years.

Average Time Commitment

- 1-1.5 hours per adjudication meeting
- 1 hour judging awards
- 3 hours to attend the Gala
- 1-1.5 hours per post-Gala meeting

Voting

Business arising at any meeting of this committee shall be decided by a majority of votes. No Committee member shall be entitled to vote by proxy. The CEO does not have voting powers.



Quorum

A quorum of the committee in order to vote on any matter shall consist of 5 members.

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.

Resources

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

Staff Liaison

Jamie Oberding, Events & Sponsorship Coordinator