



**CAPAL/ACBES  
Awards Committee  
Terms of Reference**

**Mandate**

The Awards Committee is a standing committee of CAPAL/ACBES with responsibility for and oversight of the CAPAL/ACBES Awards: the Early Career Researcher Award, the Student Paper Award, and the Contributions to the Association Award.

**Objectives**

The committee shall:

- Consult with the Treasurer for financing the awards.
- Revise the communications, criteria, and rubric where deemed appropriate based on feedback from previous years.
- Put out an annual call for the awards, in collaboration with the Communications Committee.
- Collect award applications and nominations.
- Evaluate each nominee and applicant according to the respective rubric and select a winner for each of the three awards. For any of the three awards, if there are no notable candidates, the committee may elect not to choose a winner.
- Consult with the Membership Committee to confirm active membership of prospective winners.
- Recommend winners to the Board, who approves the selections with a vote.
- Announce the winners at the CAPAL/ACBES Annual General Meeting.
- Collaborate with the Communications Committee to announce the winners through the association's communications channels.
- Reflect on the process and make recommendations for changes to the criteria, rubric, and/or process for the following year.

**Members and Composition**

Membership in the committee is 4-6 CAPAL/ACBES members, one of whom shall serve as Chair. The Chair is a non-voting member of the Board of Directors by virtue of the position.

The Chair is recruited by the Nominating Committee and appointed by the Board of Directors for a two-year term. Committee members are recruited by the Chair with support from the Nominating Committee. Every effort will be made to ensure a diverse membership, including

students and/or early career librarians. The committee seeks skillful, committed members who cross geographic, cultural, social, political and academic boundaries (to name a few) who will reflect the diverse interests and voices among Canadian academic librarians.

Members serve for a two-year term. To ensure a staggered membership, for the first year of the committee, members will be polled to determine if they are willing to serve 1 year or 3 years instead of 2. The Chair or individual members can be removed by a resolution of the Board of Directors.

### **Meetings and Quorum**

The Committee shall normally meet every month. Additional meetings may be called by the Chair. A majority of those present shall constitute quorum. Informal meeting minutes will be kept and be made available to CAPAL/ACBES members upon request. The Chair will report on the Committee's activities to the CAPAL/ACBES Board at monthly meetings and at other times as appropriate.