

CPA Awards Committee Terms of Reference

PURPOSE

The Awards Committee is responsible for developing, co-ordinating and promoting the Awards Program of the Canadian Physiotherapy Association. The Awards Program offers a mechanism whereby persons who have demonstrated leadership, excellence and/or a high level of service within the Association/profession may be appropriately recognized by their peers and colleagues.

COMPOSITION

The Committee shall consist of a Chair and at least three and no more than five other members. A staff liaison shall be appointed by the Chief Executive Officer of the Canadian Physiotherapy Association. When possible the composition of the committee will look to represent a broad demographic of the profession including diversity in area of practice, type of practice and/or geographic location of practice. The CPA Awards Committee also consists of an ex-officio member representative from the CPA Board of Directors. The role of the ex-officio member is to provide support to the Committee Chair and staff liaison as applicable. The Board representative does not participate in the adjudication of the awards and is a non-voting member of the committee.

APPOINTMENT

1. The Chair shall be appointed by the Chief Executive Officer (CEO) of the Canadian Physiotherapy Association.
2. The members shall be appointed by the CEO in consultation with the Chair.
3. The CPA Board of Directors' representative shall be appointed by the CPA Board.

TERM OF OFFICE

1. The term of office for the Chair and members shall be three (3) years.
2. The Chair and members shall be eligible for re-appointment for a maximum of one 3-year term

DUTIES

1. Develop, review and update, as necessary, the Awards Program of the Canadian Physiotherapy Association.
2. Ensure that appropriate selection criteria and nomination/selection/approval procedures are established and utilized.
3. Encourage and solicit nominations for CPA awards.
4. Select or co-ordinate the selection of the CPA award recipients, based on established award criteria.
5. Assist in the development and co-ordination of the celebration of awards recipients at Congress.

This includes the Enid Graham Memorial Lecture, and celebrations for other awards recipients which may include a wall of fame, awards ceremony and/or other initiative(s).

6. Assist in the promotion, publication and recognition of the public relations value of the Awards Program.
7. In consultation with the staff liaison, encourage and assist components, where appropriate, in establishing recognition/ award programs for their respective components. This may include reviews of component awards when requested by components and/or reviews which consider the depth and breadth of awards across components.

FINANCES

1. In consultation with the chair or the committee, staff liaison shall submit a budget for the Committee and the Awards Program annually as part of the CPA Operations Budget.
2. Allowable expenses shall be in keeping with the policies of the Canadian Physiotherapy Association.

MEETINGS

The Chair shall be responsible for calling the meetings of the Committee which shall be as frequent as is necessary to accomplish the work of the Committee and may be face-to-face or held by teleconference, videoconference or other appropriate electronic media. The CPA staff liaison will coordinate meetings on behalf of the Chair, as per the committee's availability.

MINUTES

1. Minutes of all Committee meetings shall be recorded and saved on the CPA shared drive by the staff liaison.
2. After the Chair approves draft minutes, they shall be circulated to all members of the Committee for approval at the next meeting.

REPORTS

1. The Committee reports to the Chief Executive Officer.
2. Additional operational reports may be submitted by the Chief Executive Officer to the Board of Directors as the need arises, in order to keep the Board informed of the Awards Committee's activities and decisions.

RECORDS

1. Copies of all correspondence and documents circulated by the Committee shall be sent to National Office.
2. In some instances, the originals of documents will be maintained at National Office and the Committee provided with copies.

REVISED January 2023

REVISED DECEMBER 2022

REVISED OCTOBER 2018

REVISED MARCH 2004

REVISED MAY 2001

MAY 1989

