
Awards Committee Terms of Reference

Purpose

One of the Colleges strategic goals is to recognise the achievements of health service managers.

The role of the awards and recognition committee is to;

- Provide strategic advice to the board and branches on matters relating to awards, scholarships, prizes and recognition of health managers.
- To develop and review guidelines and criteria for national awards.
- To assess nominations for national awards.
- To develop strategies to raise the profile of the industry, the college and members through awards and recognition initiatives.

Scope

The governing body is the ACHSM Board.

Duration

This committee is a standing board committee.

Delegations

- To assess and recommend national award winners to the Board for Gold Medal, Life Membership and Honorary Fellowship.
- To provide advice to the board on new potential awards and recognition initiatives.
- To strengthen and maintain a high quality national credentialing system for CPD.
- To develop and maintain a College strategy for recognising career progression of members.
- To conduct an annual review of guidelines, criteria and assessment processes for awards and recognition initiatives.

Agenda

Where practicable the agenda, together with any reports or documents that relate to the agenda, should be forwarded to committee members within 2 days prior to the meeting to enable adequate time for consideration prior to meetings.

Minutes

Accurate minutes (or actions) will be kept of each meeting and circulated to committee members for ratification (within a week), and then formally confirmed at the next meeting of the committee. All verbal reports will be minuted.

Conflicts of Interest

All members of the Committee must abide by the ACHSM Conflict of Interest Policy. At the commencement of each meeting, members should be prompted to specify any conflicts of interest they may have in respect of the proposed agenda.

Membership & Accountability

Chairperson – Board member

Member – 2 Fellows

Member – 1 Life Member

Member

Quorum

3 Members as appointed by the Board are required to conduct a meeting.

Frequency of meetings

As needed to ensure appropriately constituted ACHSM Board in line with the ACHSM Constitution. At a minimum this committee will meet twice annually.