The Canadian Association of Journalists
L'Association Canadienne des Journalistes

TERMS OF REFERENCE

Awards Committee

Policy intent
This policy defines the roles and objectives of the Awards Committee, in conjunction with the stipulations set forth in the *Committee Governance Policy*.

Policy responsibility
CAJ Board

Policy

1. **Role**
   1.1. The committee is a standing committee formed by the CAJ board to develop ideas, programs, and services related to the CAJ awards program.
   1.2. The committee will strive to facilitate its activities in a way that ensures that funds allocated in the budget are used to the maximum benefit of CAJ members.
2. **Authority**
   2.1. The awards committee is a standing committee with the authority to:
      2.1.1. request information from any source that the committee deems appropriate in the support of their roles and responsibilities; such requests, as appropriate, can be forwarded by the chair of the committee to the operations manager, who will determine the best way to obtain the required information;
      2.1.2. request funds from the board to support the activities of the committee, by preparing a budget, and utilize any granted funds in the manner outlined in the request;
      2.1.3. enter into contract agreements with suppliers, to be signed in accordance with the *Finance Policy*, within the approved budget of the awards committee;
      2.1.4. select judges who will select award recipients in accordance with the CAJ's awards policy;
      2.1.5. vet all awards entries received;
      2.1.6. recommend to the board CAJ involvement in fellowships, awards and any other competition outside of the CAJ awards program; and
      2.1.7. make recommendations regarding the program to the CAJ board, with input and consultation from the executive or others, as deemed appropriate.
3. **Responsibilities & Objectives**
   1.1. Oversee the implementation of the awards program aspects of the CAJ's strategic plan.

3.1. Ensure that all goals related to the awards program are met, and that working systems are maintained.
3.2. Evaluate the awards program on a regular basis to ensure the award funds are being fully utilized.
3.3. Ensure that award categories are well-rounded.
3.4. Ensure that application processes are in place, maintained and followed.
3.5. Create all communication pieces needed for all programs, projects or other necessary messaging and provide these to the communications committee for dissemination.
3.6. Committee members must reply to requests from the committee chair within three days.
3.7. Committee members must be available for the entirety of the awards program peak period (typically between Nov 1 and Mar 31, with a semi-peak period of Apr 1 to May 31) and must inform the committee that they will not be available if their availability during that period is not reasonably assured.

4. Membership

4.1. The committee shall be comprised of the following:
4.1.1. a minimum of three board members (one of whom will become chair) and a maximum of five board members as voted on by the board;
4.1.2. a CAJ staff person, ex-officio, non-voting;
4.1.3. an unlimited number of non-voting members at large, whose role on the committee is governed by the *Responsibilities of Members on Committees Policy.*
4.2. Members of the CAJ awards committee and the board president are prohibited from entering the awards program. In recognition of this sacrifice, active CAJ awards committee members on the board will be given free tickets to that year's gala, at the discretion of the awards committee chair. This rule is to be revisited on an annual basis.
4.3. The chair shall liaise directly with the operations manager as appropriate for the needs of the committee.

5. Meetings

5.1. The committee shall meet on a bi-weekly basis during peak periods, monthly during semi-peak periods and quarterly throughout the rest of the year.
5.2. The committee can also meet asynchronously, as needed, to review and vote on any matters arising outside of the regular awards cycle.

6. Reporting

6.1. The committee chair shall provide a written report of the committee activities to the board for each board meeting.
6.2. Each report shall include:
6.2.1. information about all meetings held since the last report (including a list of attendees of the meetings, as well as topics discussed at the meetings);
6.2.2. a list of each work item the committee addressed, and the details of the committee's contribution; and
6.2.3. details of any motions made or recommendations being brought forward by the committee.

Related References, Policies, Procedures and Forms:
This Policy References:
Committee Governance Policy
Responsibilities of Members on Committees Policy
Finance Policy
This Policy is Referenced by:
None
Forms and documents:
None
Policy History:
Original Approval Date: Sep 10, 2023
Last Review Date: Sep 10, 2023
Review by Date: Oct 2025