

OLA Awards Committee

TERMS OF REFERENCE

Mandate:

The OLA Awards Committee is appointed annually by the board of directors, and is made up of members of the board.

The purpose of the committee is to facilitate the board’s decision-making process for OLA awards. The committee has no responsibility for any processes related to awards given out by divisions of the association. The committee has responsibility for reviewing nominations received, determining whether the nominees meet the stated criteria of the award and whether the nomination package itself is complete, with all required documentation. The committee shall also research potential candidates in the event that no or inadequate nominations are received, in order to make informed recommendations for consideration by the board.

The committee’s responsibilities focus on research and review, and presenting a selection of qualified award candidates to the board. All award decisions are made by the OLA Board, with the exception of the President’s Award for Exceptional Achievement, which is the exclusive responsibility of the president of the association. The board may consider candidates other than those presented by the Awards Committee.

Responsibilities/Objectives:

The committee shall:

- Review the criteria and procedures for all OLA awards, including:
 - OLA Larry Moore Distinguished Service Award
 - OLA President’s Award for Exceptional Achievement*
 - OLA Les Fowlie Intellectual Freedom Award
 - OLA Media and Communications Award
 - OLA Technical Services Award
 - OLA Archival and Preservation Achievement Award

- Any additional awards that may be added in the future
- Review nominations received, determining whether the nominees meet the stated criteria of the award and whether the nomination package itself is complete, with all required documentation
- Research additional potential candidates for presentation to the board. It is the committee's responsibility to provide complete information so that the board can make an informed decision.

* While the committee should be familiar with the criteria for the President's Award, responsibility for the award remains exclusively with the President.

Deliverables:

The committee shall present the roster of qualified award nominees and candidates to the board at their November meeting, and be prepared to answer any questions relevant to award selection as required.

Composition:

The committee will be constituted of three to five members of the OLA Board, on a volunteer basis. It is recommended that there be representation from different divisions to ensure a broad-based knowledge of the membership, contexts for the various awards, and potential award candidates. In order to ensure some continuity year to year, it is also recommended that at least one committee member be re-appointed for a second term on the committee. The work of the committee is collaborative, and no chair is required.

Resources and budget:

The OLA's Director of Member Engagement and Education supported by the Administrative Coordinator shall assist the committee, receiving nomination packages and making them available to committee members, advising on procedures, and handling logistics. The committee will meet via conference call as frequently as it takes to complete its assigned tasks within the required timeline (two or three meetings are likely). No additional resources or budget are required.

Timelines

The committee is appointed at the September board meeting, and is active up to the November board meeting, where it presents nominations and/or eligible candidates for the board's consideration. The committee will meet via conference call as frequently as it

takes to complete its assigned tasks within the required timeline (two or three meetings are likely). The committee is dissolved after the completion of its duties.

Type of Committee:

Standing Committee (responsible for a specific program or function)

Term of Appointment:

The committee is appointed at the September board meeting, and is active up to the November board meeting, where it presents nominations and/or eligible candidates for the board’s consideration. The committee is dissolved after the completion of its duties.

In order to ensure some continuity year to year, it is also recommended that at least one committee member be re-appointed for a second term on the committee.

