

# OLA Awards Committee

## TERMS OF REFERENCE

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### **Mandate:**

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

The purpose of the committee is to facilitate the board’s decision-making process for OLA awards and select scholarships. 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 confirmed 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 the criteria and procedures for the OLA Scholarship:
  - Dr. Janette Baker Scholarship
  
- Review nominations received, determining whether the nominees meet the stated criteria of the award/scholarship 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:**

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

Scholarships: The committee shall present the recommendations for the Dr. Janette Baker Scholarship at the June OLA Board Meeting.

**Composition:**

The committee will be constituted of five-seven members from the current and past OLA board, to be chaired by the current OLA president. 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. The work of the committee is collaborative and on a volunteer basis.

**Resources and budget:**

The Manager, Membership shall assist the committee, receiving nomination packages and making them available to committee members, advising on procedures, and handling logistics. Meetings are virtual. No additional resources or budget are required.

**Timelines**

The committee is appointed at the spring OLA 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 virtually 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:**

- April – November annually.
- Committee is dissolved after completion of its’ duties.
- Recommended that at least one committee member be re-appointed for the next term on the committee.

