

PEI Occupational Therapy Society Awards Committee

Terms of Reference

Purpose: To ensure the outstanding contributions/excellence of individuals and/or groups of occupational therapists are recognized and honored.

Objectives:

- a) To develop, review and implement any standards/policies regarding awards
- b) To identify gaps/issues regarding awards and develop a work plan to address gaps/ issues
- c) To review nominations for awards and provide recommendations to the PEI Occupational Therapy Society Executive

Membership:

- Member of the Executive of PEI Occupational Therapy Society or Designate - (Chair)
- Minimum of one (1) past award winner -
- Layperson who is familiar with the profession of Occupational Therapy -

Duties and responsibilities of committee members:

- 1) Members are expected to maintain a high level of participation in meetings. Any member who misses three consecutive meetings shall be asked by the chair to reaffirm their commitment to the committee.
- 2) Secretarial duties will rotate among committee members.
- 3) Committee members will serve a minimum of two (2) years; they may be asked by the chair to serve an additional term.

Chair:

The chair shall be a member of the Executive of PEI Occupational Therapy Society or a designate.

Duties:

- 1) Preside over all meetings of this committee
- 2) Determine the agenda and meeting dates
- 3) Report to the Spokesperson/Chair of PEI Occupational Therapy Society

Meetings:

Meetings will be held as deemed necessary by the chair.

Quorum:

The quorum shall be 50% + one (1).

Decision Mechanism & Accountability:

The Awards Committee is a standing committee of the PEI Occupational Therapy Society. Decisions made by the committee shall be by consensus. Any recommendations and/or any work plan shall be reported to the Spokesperson/Chair of PEI Occupational Therapy Society.

Minutes

The minutes will be distributed to committee members by the meeting recorder.