



Awards and Recognition Committee Charter

Purpose of this Awards and Recognition Committee Charter

This Charter:

1. Sets out the mandate of the committee
2. Outlines the composition of the committee
3. Outlines the required knowledge and skills
4. Outlines the specific duties and responsibilities of the committee
5. Outlines the operating principles and procedures
6. Reviews the reporting and communications process
7. Outlines the committee's right for information and independent advice

1. Mandate of the Awards and Recognition Committee

Reporting to the OMA Board of Directors, the Awards and Recognition Committee (the "committee") has responsibilities for identifying and recommending to the OMA Board of Directors suitable recipients of various OMA, CMA, and other select organizations' awards as directed by the OMA Board of Directors and/or CEO.

Provide advice on various awards and recognition matters referred to it by the board and CEO.

2. Composition

The committee shall be comprised of six (6) members in good standing appointed by virtue of their position or by the OMA Board of Directors. Each member of the committee shall not be an employee of the OMA or a member of management.

- The immediate past-president of the OMA who will also serve as the chair of the committee
- The OMA board chair (or designate)
- One (1) representative from the General Assembly Steering Committee (GASC)
- One (1) elected or appointed physician leader from OMA's various constituency groups
- One (1) member-at-large
- One (1) medical learner (medical student, resident, fellow)

The other qualified individuals appointed to the committee must not be other directors or officers of the OMA or members of the GASC.

The committee will select its own vice-chair from the committee composition above.

The term a member shall sit on the committee shall be in accordance with OMA appointment policies and procedures.

3. Knowledge and Skills

The following skill set, and attributes are normally looked for in the selection of committee members:

- Knowledge of the organization
- Previous experience in both formal and informal recognition and awards including promotion, evaluation, and selection
- Ability to advance creative and innovative ideas
- Knowledge and experience related to equity, diversity, inclusion, and decolonialization
- Demonstrated leadership skills
- Member-centric thinking
- Well developed interpersonal, collaboration and conflict resolution skills

It is not necessary for any one member of the committee to possess all of the skill set items. However, each skill set item (and parts thereof) should be present in the committee's composition

4. Awards and Recognition Committee Responsibilities

In particular, the committee shall have the following duties and responsibilities:

- The committee solicits, recruits, and nominates eligible individuals for all OMA and CMA awards categories, and all awards that may be referred to it by other organizations and/or the OMA Board of Directors and/or CEO. Upon occasion, if deemed necessary, actively solicit nominees for categories where nominees have not initially been identified.
- Make recommendations to the board related to changes to OMA award categories.
- Provide advice to OMA management and the OMA Board of Directors on the best ways to recognize award nominees and award recipients in ways that are meaningful to both nominators and recipients.
- Provide advice on new ways the OMA can recognize members outside of the formal awards programs.
- Develop suggestions and resources to support peer-to-peer recognition amongst the membership.
- Regular reporting on all committee activities and decisions.
- Oversee the dissemination of information about formal awards and recognition programs.
- Identify and report any issues with OMA policies, procedures and by-laws related to awards and member recognition, and
- Report on any other matters necessary to meet the purposes of the committee.

5. Operating Principles and Procedures

The Awards and Recognition Committee shall fulfill its responsibilities within the context of the following principles and procedures:

a. Committee Values

The committee will act in a manner that values the contribution of the staff and management of the OMA.

It expects its committee members to operate in compliance with the OMA's Code of Conduct and policies and with all applicable laws and regulations governing OMA.

b. Annual Work Plan

The committee shall develop and present to the board an annual work plan which, amongst other things, will describe the activities in which the committee will engage for the purpose of carrying out the responsibilities as set out in this charter.

c. Meeting Agenda

Committee meeting agendas shall be the responsibility of the chair of the committee in consultation with the committee members, lead staff, and the CEO.

d. Committee Expectations and Information Needs

The committee shall communicate its expectations to the board and/or the CEO with respect to the nature, timing and extent of its information needs. The committee expects that all reasonably required and available information (including accepted minutes) relating to each matter to be dealt with at its meetings will be received within a reasonable time frame in advance of each committee meeting (e.g. 5 days).

e. Committee Self Assessment

The committee shall periodically review, discuss and assess its own performance, role, responsibilities and terms of reference as specified in the charter or as directed by the board.

f. Committee Meeting Logistics

- i. The committee shall meet biannually, or more frequently as circumstances dictate. Meetings shall be held at the call of the chair or upon the request of two (2) members of the committee;
- ii. A quorum shall be a majority of the members;
- iii. The Governance and Physician Leader Engagement department shall act as secretariat for the committee;
- iv. In the absence of the chair and vice-chair, the committee members present shall appoint an acting chair;
- v. A copy of the minutes of each meeting shall be provided to each member of the committee routinely and, when requested, to any member of the board in a timely fashion.

6. Reporting and Communications

The chair, and where warranted the other members of the committee, are expected to have direct, open and candid communications throughout the year with the board and key advisors as applicable.

Reporting to the OMA board, the committee, through its chair, shall report after each meeting all action taken by the committee.

7. Information and Independent Advice

The committee will have access to all existing OMA information, documents, and records that it determines is necessary to carry out its duties and responsibilities (except in camera records or restricted embargoed records), including any and all reports from external counsel including a lawyer, accountant, consultant or any other advisor/professional.

In contributing to the committee fulfilling its duties under this charter, each member of the committee shall be entitled to rely in good faith upon: (i) any report or advice of an officer or employee of the OMA, if it is reasonable in the circumstances to rely on the report or advice; or (ii) any report of a lawyer, accountant, engineer, appraiser or other person whose profession lends credibility to a statement made by them.