



Awards Committee Job Description

Alliance Vision	To advance continuing education in the health professions.
Alliance Mission	To promote best practices in continuing professional development by empowering the community of health education professionals.
Committee Purpose	The purpose of the Awards Committee is to support the mission, vision, purpose and strategic plan of the Alliance for Continuing Education in the Health Professions (Alliance).
Committee Role	Collaborate with committees, sections, membership, Board of Directors, and staff liaison on member recognition.
Committee Responsibilities	<ul style="list-style-type: none"> • Collaborate with staff liaison to develop the award nominations timeline. • Review, evaluate and select competitive award recipients. • Make recommendations on updating, retiring and/or developing new awards. • Review and recommend strategic priorities.
Scope of Authority and Lines of Accountability/ Decision Tree	<ul style="list-style-type: none"> • The Committee will seek to make decisions through consensus. • The Chair will make a diligent effort to engage all members in decisions. • Decisions/recommendations of the group should be presented to the Board Liaison for review and final approval by the Board of Directors.
Committee Leadership	<ul style="list-style-type: none"> • Committee shall have the officer positions of Vice Chair, Chair, and Past Chair. • Officers shall serve a 1-year term in each position, progressing from Vice Chair to Chair to Past Chair, for a total leadership commitment of 3 years on the committee. • The Vice Chair shall shadow the current Chair to learn the role and responsibilities. After serving 1 year, the Vice Chair shall then ascend to the position of Chair. • The Chair shall lead the committee, facilitate meetings, guide the committee's priorities and initiatives, and serve as the main point of contact. After serving 1 year, the Chair shall then transition to the role of Past Chair. • The Past Chair shall assist the new Chair to ensure continuity of leadership and provide guidance and mentorship during the transition. • The Chair shall serve as the liaison to the Maitland Committee. • All committee officer positions must be appointed by the President.
Committee Composition	<ul style="list-style-type: none"> • The committee is comprised of one committee chair, one vice chair, one past chair and up to seven committee members. • Each Committee member shall serve two-year terms, with a limit of two consecutive full terms. • Terms will be staggered. • Terms commence immediately following the Annual Conference. • The committee chair appoints committee members through the Call for Volunteers process.

	<ul style="list-style-type: none"> An award selection panel shall be established for each award and comprised of panelists representing different member sections. Panelists will be selected through the Call for Volunteers process or through a separate call for volunteers if needed.
Desired Qualifications of Committee Members	<ul style="list-style-type: none"> Must be a member in good stand with a desire to advance the mission of the Alliance. Demonstrated a strong record of working collaboratively as part of a team. Demonstrated ability to prioritize workload, meet deadlines, and complete assignments.
Time Commitment and Expectations	<ul style="list-style-type: none"> Approximately 1-4 hours per month to include monthly meetings and review of award materials from June to October of each calendar year. All committee members are expected to sign a non-disclosure agreement. This agreement details the guidelines for data collection, confidentiality, and intellectual property ownership.