

## **OFNC Awards Committee - Terms of Reference**

### **Composition**

At least six members.

### **Mandate**

1. To nominate members of the Club, and in some cases non-members, for Club awards.
2. To nominate qualified persons for Honorary Membership, and to recommend members of the Club for awards offered by other organizations.

### **Duties**

1. Calling for nominations for Club awards, for example through notices in T&L, at monthly meetings, by email and on the website.
2. Receiving nominations and after due consideration, bringing recommendations to the Board of Directors with a synopsis of the information upon which the choices were based.
3. Preparing citations that mention the basis for the award together with biographical information where it seems appropriate, for publication in the Club journals and posting on the website.
4. Preparing certificates for the award recipients for presentation at an appropriate event.
5. Being aware of external awards for natural history and conservation, and making recommendations to the Board of Directors of possible nominees if the committee decides there is a good candidate among the Club membership.
6. Maintaining a file on persons nominated but not recommended, for consideration at a later date.
7. Working with the Club's publicity committee to publicize the achievements of recipients of certain awards.