

Name	Awards Committee (AC)
Type	Standing Committee of the EARMA Board
Executive Office Support	Sahar Arafat
Purpose	The AC's primary purpose is to make recommendations to the Board on awards.
Scope	<ul style="list-style-type: none"> • Ensure that EARMA's Awards strategy is aligned to the Associations overall organisational strategy • Manage all EARMA award grant schemes, including travel grants, invited speaker awards, virtual event grants and others that may be approved by the Board • Review all grant applications and provide recommendations on awards to the Board • Review terms and conditions in relation to EARMA award schemes and propose changes or new schemes where required to the Board • Develop and manage process to receive nominees for EARMA Outstanding Contribution and Lifetime Achievement Awards to be considered by the Board • Identify and recommend celebratory events to the Board
Authority	The AC has the authority to make recommendations to the EARMA board and to execute the tasks that are delegated to the AC from the Board
Meetings	<p>The AC will meet on a regular basis to complete their work and meet their deadlines.</p> <p>The majority of the AC meetings will be via tele / video conference.</p> <p>The Committee will be required to write their own minutes</p> <p>Formal communications from the Standing Committees should be issued by the Chair of the Standing Committee to the Chair of the Board. The Chair of the Board will communicate to the Standing Committee the Boards decisions.</p>
Membership	<p>The AC is comprised of a Chair and no more than six other members selected from current EARMA members.</p> <p>The Board appoints the Chair and members following an annual call for expression of interests from EARMA members.</p> <p>Members may be appointed for a one or two-year term.</p> <p>The Board determine the term of each appointment.</p>
Reporting	<p>The AC should provide regular verbal reports as well as written reports for the Board on a quarterly basis.</p> <p>The Chair of the AC should provide a written report on the committees work for inclusion within the annual report.</p>
Version	ACV3_January 2021
Last Review	Reviewed on the 19 th February, 2021. Next review due: September 2021