

Name	Awards Committee (AC)
Type	Standing Committee of the EARMA Board
Executive Office Support	Sara Vrban
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 make decisions on awards (except Recognition Awards), informing the Board of such decisions; • Review terms and conditions in relation to EARMA award schemes and propose changes or new schemes where required to the Board • Maintain and update the process to receive nominees for EARMA Recognition Awards (comprising Outstanding Contribution Awards, Lifetime Achievement Awards and Voluntary Service Recognition Awards), and the mentoring scheme, with all proposed revisions to be considered and approved by the Board • Identify and recommend celebratory events and additional awards to the Board
Authority	The AC has the authority to make awards decisions under the delegated authority of the EARMA board (with the exception of Recognition Awards) 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, a Deputy Chair and no more than five ordinary members selected from current EARMA members.</p> <p>One of the ordinary members will normally be an EARMA board member and act as committee representative on the Board.</p> <p>The Board appoints the Chair, Deputy Chair and ordinary members following an annual call for expression of interests from EARMA members.</p> <p>All appointments may be made on a one-year or a two-</p>

	year duration. The Board determine the duration of each appointment.
Reporting	The AC should provide regular verbal reports as well as written reports for the Board on a quarterly basis. The Chair of the AC should provide a written report on the committees work for inclusion within the annual report.
Version	12th March 2024
Last Review	Last reviewed on the 12th March 2024. Next review due: February 2025