

Role/Mandate of Committee:

The committee is responsible to review applications and select recipients of Employee Excellence Awards.

Reporting & Relationship:

The Committee Chair (HR representative) reports to the Manager, Human Resources and Director, Human Resources, and ensures committee responsibilities are fulfilled as listed below.

Membership:

- Chaired by Human Resources, the committee will have a representative appointed from each of the following groups – all voting members: Administrative, AUPE, Excluded, and Faculty
- The terms of appointment shall be for three (3) years. The committee will meet over a two (2)-week period of time to review nominations to occur a minimum of two (2) months prior to the date of the award event
- Alternates will be named for each committee member to act as substitutes in the event a member must withdraw due to:
 - Conflict of interest (i.e., family member nominated)
 - Committee member nominated for an award
- Alternates are not required if a committee member is a nominator; however, the committee member must disclose to selection committee they have submitted a nomination (no name, area, category required)
- Quorum – majority vote

Responsibilities:

Chair

- Promote awards
- Provide agendas for each meeting
- Facilitate meetings and discussion
- Field inquiries about the Employee Excellence Awards Program

Admin Support

- Ensure applications are complete and contain all required information
- Coordinate selection process (nomination packages, book and facilitate meetings, etc.)
- Advise the Vice President People and Engagement of nominees' names prior to distribution to the selection committee; names will also be shared with the President & CEO at this time
- Share recipients' names with the President & CEO immediately following selection
- Upon selection of recipients, compose congratulatory letter from applications, coordinate with applicants and areas for presentation

Committee

- Promote awards
- Identify when an application falls under the incorrect category and recommend where to move

- Responsible for ensuring that those nominated for receipt of Employee Excellence Awards satisfy the nomination criteria
- Members acknowledge that they are privy to confidential and sensitive information and deliberations and shall not make public comments in regard to the awards, the outcomes and decisions of the committee or the deliberations of the committee

Budget:

- As approved by the Director, Human Resources annually