

# TERMS OF REFERENCE

<b>Committee:</b>	Awards Subcommittee
<b>Reports to:</b>	Advocacy and Engagement Committee
<b>Purpose:</b>	<p>The purpose of the Awards Subcommittee is to undertake the fair and transparent selection and recommendation of NBMS members or groups for their outstanding contributions and achievements.</p> <p>The purpose is executed under the framework of the NBMS Bylaws and the <i>Medical Act</i>, S.N.B. 1981, c. 87.</p>
<b>Responsibilities:</b>	<p><u>In performing Awards functions, the Subcommittee shall:</u></p> <ul style="list-style-type: none"> <li>• Coordinate activities around the nomination and selection process for NBMS-sponsored awards, which may include:             <ul style="list-style-type: none"> <li>○ NBMS Life Memberships</li> <li>○ NBMS Order of Merit</li> <li>○ NBMS Distinguished Service Award</li> <li>○ Dr. Donald Morgan Physician Leadership Award</li> <li>○ Dr. Edouard Hendriks Rural Community Physician Award</li> <li>○ Dr. Garfield Moffatt Medical Teaching Awards (CFMNB/DMNB)</li> <li>○ Dr. William F. Roberts Political Action Award</li> <li>○ Medical Student Leadership Awards (CFMNB/DMNB)</li> <li>○ Iype Wilfred Medical Resident Awards (CFMNB/DMNB)</li> </ul> </li> <li>• Recommend descriptions and terms for each award.</li> <li>• Recommend nominees for various forms of recognition under the auspices of the Canadian Medical Association.</li> <li>• Transfer nominees within award categories if a nominee is a suitable candidate for another award.</li> </ul>
<b>Membership, Chair, Term &amp; Quorum:</b>	<p>The Subcommittee will consist of a minimum of six (6) and no more than eight (8) members of the NBMS, including the Chair. The Subcommittee will include at least one (1) member from the Advocacy and Engagement Committee.</p> <p>The Chair only votes in the event of a tie.</p> <p>The NBMS CEO will be ex-officio, non-voting member of the Subcommittee.</p> <p>The Subcommittee has the authority to recommend a non-member of the NBMS where there is a need for specific expertise. This individual may be a voting member.</p> <p>In the event the Chair is unable to attend, another member of the Subcommittee will be asked to chair the meeting.</p>

The Chair will serve a term of three (3) years, renewable once (1) with the approval of the Board.

The Advocacy and Engagement Committee member will serve a term of one (1) year, renewable with the approval of the Board.

Committee members will serve a term of three (3) years, renewable once (1) with approval of the Board.

The Committee will meet at least once (1) per year and report regularly to the Advocacy and Engagement Committee with respect to its activities.

Quorum is the majority of voting members of the Committee.

<b>Awards Subcommittee ToR</b>	
Originally Approved by the Board:	January 31, 2025
Effective Date:	June 1, 2025
Revisions Approved by the Board:	May 30, 2025
	May 29, 2026