



## **Canadian Society of Palliative Care Physicians**

### **Awards Committee Terms of Reference**

**Updated April 2018**

#### **Mandate:**

The committee's mandate is to determine the winners of the Humanitarian Award and the Eduardo Bruera Award. The CSPCP presents each of these awards on an annual basis dependent upon the candidates brought forward.

#### **Members:**

The committee will consist of a minimum of 3 (three) and a maximum of 6 (six) members, including the Chair. The Chair will be appointed by the CSPCP Board for a term of 2 (two) years with the option of renewal for another 2 (two) year term. Eligible volunteers from the CSPCP membership will fill the remaining positions. If there are more volunteers than positions, the CSPCP Board will appoint the members, with an effort to reflect the heterogeneity of the Canadian experience in Palliative Medicine (gender, regions, training, etc).

Committee members should have a minimum of 5 years' experience in Palliative Medicine and be able to judge objectively against established award criteria. Committee members must hold current membership in the CSPCP.

#### **Timing:**

The call for nominations will be 6-8 months prior to the Annual CSPCP Conference (Advanced Learning in Palliative Medicine; ALPM). The committee will meet 2-4 weeks after the close of applications and review the applicants. Successful candidates will be notified far enough in advance to permit arrangements for travel and accommodation to the ALPM.

#### **Duties:**

Review the criteria for each award under the committee's responsibility, annually. If changes are proposed, they must be approved by the CSPCP Board.

Assist CSPCP staff with calls for nominations and updating of submission criteria and judging forms each year.

Select the winner of the Humanitarian Award using criteria specified in the Terms of Reference.

Select the winner of the Eduardo Bruera Award in collaboration with a representative of the University of Alberta program, as specified in the Terms of Reference for that award.

Forward names of Award winners to the CSPCP Board for approval before candidates are notified of their status. The CSPCP will notify all nominees and nominators of the outcome before making a public announcement.

Advise the Board and CSPCP staff on matters related to Awards, such as suggestions for improvement in the selection process, awards ceremony, and/or the criteria for awards.

**Meetings:**

Meetings will be called by the Chair when candidates have been identified for each award and at other times as needed. Meetings will be conducted via conference calls or other technology-based meeting formats such as GoTo Meetings. CSPCP staff will provide administrative support as needed.