

PURPOSE

The association centre of excellence awards committee is a working group focused on the development and advancement of CSAE's association centre of excellence awards initiatives.

ACCOUNTABILITY

- The association centre of excellence awards committee operates within the strategic direction of CSAE.
- The association centre of excellence awards committee reports to CSAE's volunteer relations specialist who is accountable to the President & CEO.

AUTHORITY

The association centre of excellence awards committee is involved in:

- Promoting the association centre of excellence awards program.
- Leveraging opportunities to recognize and celebrate successful programs, products or services that advance the association sector.
- Reviewing materials distributed to members regarding the call for applications for the association centre of excellence awards.
- Encouraging members to submit applications for the association centre of excellence awards.
- Receiving and evaluating applications for the association centre of excellence awards.
- Participating in the association centre of excellence awards celebration.

TEAM SUPPORT

CSAE employees as designated, provide support to the association centre of excellence awards committee through full professional and administrative services.

COMMITTEE MEMBERSHIP

- The association centre of excellence awards committee is comprised of a minimum eight to a maximum of ten members.
- Preference is given to CAE members or members in the process of acquiring the CAE designation.
- The association centre of excellence awards committee will represent members from across CSAE's networks and special interest groups.
- A committee member and CSAE's volunteer relations specialist, shall serve as co-chairs.
- Term: minimum one year, renewable once.

COMMITTEE MEETINGS

- Association centre of excellence awards committee meetings will be held every month, June through November, for a total of six meetings per calendar year.
- Additional meetings/work may be required during the year.
- The frequency of meetings may be reassessed by the committee and adjusted as needed.