



PURPOSE

The leadership awards and recognition committee is a working group focused on the development and advancement of CSAE's leadership awards, bursaries, and recognition initiatives.

ACCOUNTABILITY

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

AUTHORITY

The committee is involved in:

- Promoting the leadership awards and recognition program.
- Leveraging opportunities to recognize volunteers and leadership achievements in the community.
- Reviewing materials distributed to members regarding the call for nominations for the leadership awards.
- Encouraging members to submit leadership award nominations.
- Receiving and evaluating nominations for the various leadership awards and bursaries.
- Organizing and participating in leadership awards and recognition celebration.

TEAM SUPPORT

CSAE employees, as designated, provide support to the committee through full professional and administrative services.

COMMITTEE MEMBERSHIP

- The committee is comprised of a minimum eight to a maximum of ten members.
- The committee will represent members from across CSAE's regional and virtual networks.
- A committee member and CSAE's volunteer relations specialist, shall serve as co-chairs.
- Term: minimum one year, renewable once.

COMMITTEE MEETINGS

- Committee meetings will be held every month, January through May, for a total of 5 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.