



ENGINEERS &
GEOSCIENTISTS
BRITISH COLUMBIA

TERMS OF REFERENCE

1. **Name:** **Standing Awards Advisory Group**

2. **Type:** **Advisory Group**

3. **Reporting Relationship**

The members of the Advisory Group are appointed by the Director, Communications and Stakeholder Engagement.

The Advisory Group reports to the Director, Communications and Stakeholder Engagement

4. **Purpose**

4.1 To oversee Engineers and Geoscientists BC's awards program.

5. **Authorities of the Advisory Group**

5.1 The Advisory Group makes nominations for approval by Council for the Engineers and Geoscientists BC Awards.

6. **Function / Deliverables**

6.1 Reviewing nominations for the Engineers and Geoscientists BC Awards and recommending appropriate candidates to Council. The awards are: The McLachlan Award for Outstanding Achievement in Engineering, The Westerman Award for Outstanding Achievement in Geoscience, The Lambert Award for Volunteer Service, The Meritorious Achievement Award, the Young Professional Award, the Equity, Diversity, and Inclusion Award, and the Innovation in Sustainability Award.

6.2 Continuing review of the terms of reference and award criteria for all Engineers and Geoscientists BC awards.

6.3 Approval of new awards proposed by Engineers and Geoscientists BC divisions or advisory groups.

6.4 Approval of division and advisory group award recipients.

7. Budget

7.1 Except as allocated in Engineers and Geoscientists BC's budget, the Advisory Group has no budget authority beyond reasonable expenses for travel or ancillary expenses.

8. Membership

8.1 A minimum of nine registrants of Engineers and Geoscientists BC.

9. Term of Office

9.1 Appointments are normally two years and renewable twice, unless the Director, Communications and Stakeholder Engagement deems it appropriate to extend beyond the normal terms in accordance with the Committee Member Term Length Policy.

10. Selection of Officers

10.1 The Chair is selected by the Advisory Group.

11. Quorum

11.1 The majority of the members of the Advisory Group.

12. Frequency of Meetings

12.1 Meetings are at the call of the Chair.

13. Conduct of Meetings

13.1 The Advisory Group meets or adjourns as it sees fit, including meeting by any combination of Advisory Group members attending in person or by Electronic Means.

- 13.2 On occasion, the chair may communicate with all members by e-mail and, with supporting information, propose and call for a consent resolution. Advisory Group members have the option of responding by moving, seconding or supporting the motion, or requesting that it be considered further at a meeting of the Advisory Group. A consent resolution is deemed to have been achieved if
- a) there are no negative votes,
 - b) there are no calls for in-person discussion, and
 - c) the number of support votes is equal to or greater than the number required for a quorum.

In the case where a member so requests, the motion is not carried, but instead brought forward for consideration at a subsequent meeting of the Advisory Group. In the case of an urgent matter, this may occur at a special meeting conducted by Electronic Means where the normal requirements for a quorum will prevail. Any motion so carried is considered to take effect immediately and is recorded in the minutes of the subsequent meeting.

14. Minutes

- 14.1 Minutes of the Advisory Group are the responsibility of Engineers and Geoscientists BC staff.

15. Periodic Reporting and Review of Terms of Reference

- 15.1 The Advisory Group shall review its Terms of Reference on an annual basis and as requested by the Director, Communications and Stakeholder Engagement, submit verification of its review to the Director, Communications and Stakeholder Engagement.

16. Staff Support

- 16.1 Staff support is the responsibility of the Director, Communications and Stakeholder Engagement and the Manager, Communications.

APPROVED BY DIRECTOR:

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REVISED, APPROVED BY DIRECTOR:

November 5, 2020

