



CCMG-CCGM National Office
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Committee: CCMG Awards and Nominations Committee

Document: Terms of Reference (ToR)

Dates: Revised by committee, September 2020

Approved by the Board of Directors, October 2020

Revised by the committee, July 2024

Approved by the Board of Directors, August 2024

1. Mandate

The Awards and Nominations Committee encourages and promotes volunteerism within the College by facilitating the following: selection of CCMG committee members and the CCMG Board of Directors, selection of a recipient for the Founders Award, John L. Hamerton Service Award, and F. Clarke Fraser Award for Excellence in Mentorship and Teaching, selection of Emeritus members and Honorary affiliates, and evaluation of requests by trainees for stipends from the Linda Stevens Memorial Fund to further their training goals by travel to other centers and attendance at conferences.

2. Objectives

1. Prepare election for Board directorship
 - Communicate with the Board concerning members seeking re-election and those whose terms have expired
 - Seek nominations from the membership
 - Submit a slate of nominees at least three months prior to the annual general meeting
2. Handle nominations for committee membership
 - Poll Fellows concerning their interest in committee membership
 - Contact all new Fellows to inform them of committee activities and to solicit interest in committee membership
 - Communicate with committee chairs concerning potential new members (volunteers or nominees) and existing members whose terms have expired
 - Liaise with the Board and make recommendations for membership of the committee
 - Report annually to the Board and the membership with information on placement of volunteers
3. Support expanding the clinical and research experience of fellows-in-training through nomination for funding from the Linda Stevens Memorial Fund.



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- Evaluate trainee requests for stipends from the Linda Stevens Memorial Fund. This fund is available to trainees in accredited CCMG training centers or those in the Royal College Residency program in Medical Genetics. These funds are intended to enable candidates to further their training goals through travel to other centers and/or attendance at conferences.
 - Make recommendations to the board regarding the distribution of the Linda Stevens Memorial Fund Stipends.
 - Establish from time to time, for approval by the Board, any changes to the regulations or procedures for the Linda Stevens Memorial Fund that the committee may deem advisable.
4. Recognize fellows who have provided outstanding services to Clinical Genetics and to the CCMG with the John L. Hamerton Service Award, F. Clarke Fraser Award for Excellence in Mentorship and Teaching, and Founders Award
- Publicize the Founders Award, F. Clarke Fraser Award for Excellence in Mentorship and Teaching, and John L. Hamerton Service Award to all fellows of the College and encourage early and complete nominations at least six months prior to the annual general meeting of the College. Every year, the CCMG management office shall announce the closing date for nominations for awards that will be given at the next annual general meeting.
 - Each year, consider completed nominations and recommend to the Board a recipient for the Founders Award, John L. Hamerton Service Award, and F. Clarke Fraser Award for Excellence in Mentorship and Teaching from among the nominees.
 - The Awards and Nominations Committee reserves the right not to present the Founders Award and/or the F. Clarke Fraser Award if there is no suitable nominee on a given year.
 - Usually, the name of only one nominee will be forwarded to Board for each award; in the event of more than one suitable nomination for an award, the remaining nominees may be considered along with new applications in subsequent year(s). In exceptional circumstances, more than one award may be given in any one year. Recommendations to the Board should be made at least four months prior to the annual general meeting of the College. Once the Board ratifies the nominees they will inform the Vice-Chair who will be responsible for informing the winners either directly or through an appropriate proxy (eg. nominating member).
5. Note: The recipient of the Margaret Thompson Trainee Award is chosen by the Scientific Committee.



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6. Consider and recommend on other honors, awards and prizes that may be open to members and/or affiliates of the College when requested to do so by the Board.
7. Consider and recommend annually to the Board, nominations for Emeritus membership and Honorary affiliation of the College.
 - Publicize the Emeritus membership and Honorary affiliate status to all fellows of the College. Each year, consider completed nominations and recommend to the Board an Honorary affiliate from among the nominees, and consider all retiring members and recommend to the Board any Emeritus members.
 - For Honorary affiliates, the CCMG management office shall encourage early and complete nominations at least six months prior to the annual general meeting of the College. Every year, the office shall announce the closing date for nominations for Honorary affiliate that will be given at the next annual general meeting.
 - The Awards and Nomination Committee reserves the right not to recommend any Honorary affiliates if there are no suitable nominees on a given year.
 - Usually, the name of only one Honorary affiliate will be forwarded to Board; in the event of more than one suitable nomination, the remaining nominees may be considered along with new applications in subsequent year(s). In exceptional circumstances, more than one Honorary affiliate may be bestowed in any one year.
 - For Emeritus membership, the CCMG management office shall encourage members to inform the office of their retirement so that their name can be forwarded to the Awards and Nominations Committee for consideration.
 - Recommendations to the Board for Emeritus members and Honorary affiliates should be made at least four months prior to the annual general meeting of the College.
8. Provide an annual report to the Board on the activities of the Committee

3. Membership and Tenure

The committee shall consist of 4 members as well as a Chair, Vice-chair and Board representative. The Chair and Vice-chair will share the responsibilities of chairing the committee.

Membership should represent subspecialty groups and geographic regions.

The term of membership will be 3 years, renewable once. A member who has served as chair may extend this to a maximum of 9 years total, which includes the required “past chair year” outlined below. The beginning of the term is January and its end is December.

Date of last review: July 2024



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The committee will recommend to the Board, a Chair-elect to replace a retiring Chair, at least 9 months prior to the anticipated turnover. The retiring Chair will remain as a member of the committee for one additional year.

The Committee Chair will ensure that all committee members have signed the CCMG Volunteer Conflict of Interest Form and will save them to the document sharing platform for the committee.

Any external committee representatives are to be arranged between the corresponding committee chairs.

Where possible, equity and diversity will be considered in establishing membership in the committee.

4. Liaisons

The Committee liaises with the Board of Directors.

5. Conduct of Meetings

The Chair or Chair-Elect will convene regular meetings with approximately one meeting held at least quarterly or more frequently if required.

Quorum for decisions will be at least 50% of members

Draft minutes of all meetings will be prepared by a committee member and circulated to the committee members for comment, ideally within 10 working days of the meeting.

All meeting minutes will be made available to CCMG Board of Directors via the Board of Directors Representative and made available on the shared CCMG document platform for permanency of records.

6. Financial Arrangements

No committee member shall be remunerated for being or acting as a committee member. CCMG will provide support towards Committee meetings held at the Annual General Meeting or to CCMG representatives traveling on approved business that is not otherwise supported.

7. By-laws

This Committee is governed by the By-Laws of CCMG.



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The CCMG committee Terms of Reference are to be reviewed annually, ideally at the time of committee membership turn over.