

Awards Committee Terms of Reference

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(Approved by BCCATS: April 21, 2026)

I. Purpose of Committee

The purpose of the Awards Committee is to select the recipient of the BCCATS J. McRee Elrod Award for Leadership, presented at the annual meeting of BCLA.

II. Duties and Responsibilities of the Committee

- Solicit nominations for the Award, which are submitted through the BCLA online awards nomination system.
- Evaluate the nominations received and select a recipient. The Committee may also identify a recipient who was not nominated, or determine that no award will be conferred in a given year.
- Inform the winner, the nominator, and the BCLA executive of the Committee's decision in a timely manner.
- Represent the Committee and BCCATS at the awards ceremony and present the award to the recipient.
- Announce the winner to the membership of BCCATS through:
 - the BCCATS listserv
 - the semiannual meeting (if the awards ceremony is held prior to the meeting)
 - the BCCATS web page
- Periodically evaluate the nomination and selection process and propose changes to the BCCATS membership if necessary.

III. Membership and Voting

Voting Members

- Three volunteer members from the membership of BCCATS.
- Members serve three-year terms, staggered so that one new member joins the Committee each year.
- If there are no volunteers, a current member may be asked to serve a second term.
- These provisions will take effect as the current members leave the Committee.

Non-Voting Members

- The incumbent BCCATS Chair (ex officio).

IV. Chair

- The ex officio member (the incumbent Chair of BCCATS) serves as the Chair of the Awards Committee.

V. Frequency of Meetings and Manner of Call

- Communication is primarily conducted via email.
- Meetings may be held via teleconference as needed.

VI. Reporting

- The Committee reports to the general membership of BCCATS at the semiannual meetings.
- The Terms of Reference will be reviewed every five years or as needed.