

**BCLA Cataloguing and Technical Services Interest Group (BCCATS)**  
**Awards Committee Terms of Reference**  
*(Approved by BCCATS: December 9, 2020)*

**I. Purpose of Committee**

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

**II. Duties and responsibilities of the Committee**

- To solicit nominations for the Award.
- To evaluate and select a winner from the nominations received.
- To inform the winner, the nominator, and the BCLA executive of the Committee's decision in a timely manner.
- To represent the Committee and BCCATS at the awards ceremony, and to present the award to the recipient.
- To announce the winner to the membership of BCCATS, via the BCCATS listserv, the semiannual meeting (if the awards ceremony is held prior to the meeting), and the BCCATS web page.
- To evaluate the nomination and selection process periodically and propose changes if necessary to the BCCATS membership.

**III. Membership and Voting**

Voting members include:

- Three volunteer members from the membership of BCCATS.
- Each member is to serve one three year term, staggered in such a way that each year a new member will be required.

- If there are no volunteers, a current member may be asked to volunteer for a second term.
- The above provisions will be activated as the current members (as of October 2019) leave the Committee.

Nonvoting members include:

- The incumbent BCCATS chair (ex-officio).

#### **IV. Chair**

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

#### **V. Frequency of Meetings and Manner of Call**

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

#### **VI. Reporting**

- The Committee reports to the general membership of BCCATS at their semiannual meetings.

#### **VII. Review**

- Reviews will take place every five years or as needed.