



BCLA Board Awards Committee

Terms of Reference

Approved by the BCLA Board: February 26, 2021

MANDATE

Each year the British Columbia Library Association invites the library community, partners, and stakeholders to nominate individuals and organizations for awards recognizing outstanding work in libraries throughout the province. BCLA is privileged to present three awards for outstanding work across the province.

[BCLA Awards | BCLA Connect](#)

The BCLA Awards Committee selects BCLA Award winners from the submitted nominations.

RESPONSIBILITIES / OBJECTIVES

To review all nominations for BCLA Awards, meet and select award winners.

The Chair of Awards works closely with the Executive Director to ensure notices are distributed on time.

DELIVERABLES

A list of BCLA Award winners selected according to timelines determined each year and in consideration of when the Awards presentations may be.

COMPOSITION

The composition of the Committee is determined by the BCLA Board Executive. The President and Executive Director serve on all Board Committees.

RESOURCES AND BUDGET

n/a

TIMELINES



The Call for Award Nominations should be sent to the membership and to list subscriber with a one-month timeline to submit a nomination. After the Call for

Award Nominations closes the Committee should have two weeks to read the submissions and then to meet to select the recipients of the Awards. The office staff needs a minimum of one month to order and receive the physical award. With this in mind a Call for Awards Nominations should be prepared and sent to the membership and list at least ten weeks prior the day the Awards are set to be announced and presented.

TYPE OF COMMITTEE

The Awards Committee is a Standing Committee to the BCLA Board of Directors. [Bylaw 15.2](#) states that a Standing Committee is responsible to the Board for specific work or function.

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