Award Committee Charter

# 1. Purpose

This committee is responsible for the development and management of all BCxA Awards. The mission of this committee is to evaluate how best to recognize and support the industry by acknowledging the individuals, companies and/or programs that are outstanding in their field in the practice, support and promotion of excellence in building commissioning. The committee also establishes awards for those in BCxA that have gone above and beyond in their support of the Association. Committee members develop criteria for awards and the rating process to select awardees. The development of new awards and retiring awards will be at the recommendation of this committee to the Board.

# 2. Scope of Work

The Awards Committee shall deliver the following:

* Review all current award programs and recommend changes or adjustments to existing programs.
* In concert with the Executive Director and International Board, consider the addition or deletion of annual or single-occurrence awards as applicable.
* Validate the qualifications and credentials of prospective recipients under consideration.

# 3. Membership

The Committee shall consist of at least 7 voting members. The Committee shall ensure adequate membership to carry out the tasks specified in Section 2. Ideally, we would like one member from each Chapter.

The chair of the Committee shall be nominated by the Executive Director through an application process, with final approval by the Board of Directors. The chair of the committee shall serve a two-year term. All other Committee members will apply to serve on the committee as voting members for a term of three years. The committee membership application will include their credentials and how they are qualifying as subject matter experts to the committee.

If a committee member misses more than four committee meetings per year, they will be asked to resign from the committee.

# 4. Meetings & Reports

The members of the Committee must meet at least once per year in person (preferred at the Annual Conference). Members are responsible for their own expenses to attend meetings.

Committee will meet monthly via teleconference unless otherwise determined by the chair and the Executive Director

# 5. Duration

The Committee shall serve until dissolved by the Executive Director.