

COLLEGE OF ANAESTHESIOLOGISTS OF IRELAND

Awards Board - Terms of Reference

1. Purpose

This document outlines the purpose and structure of the CAI Awards Board, in particular

1. To define the rationale and objectives which underpin the making of awards by the College
2. To define the process for the selection of awardees which takes account of the potential for unintended reputational damage and a process for dissemination of award announcements
3. To define the process and take responsibility for the review and update of this Terms of Reference, associated documents, and Council updates
4. Applying the associated process to bring a proposal for awardees to Council for approval each year, no later than the 31st January each year, or alternative date agreed under a Terms of Reference modification with Council.

2. Constitution

The Awards Board shall include the following members: -

1. Chair
2. Elected Member of Council
3. Elected Member of Council
4. Representative of CAT

Members of Council to include one nominee of the CAT, two elected members of the College (excluding the President), and one other, will be invited by the President to form the Board.

3. Quorum

The Quorum shall be 3 members. A duly convened meeting of the Awards Board, at which a quorum is present, shall be competent to exercise all or any of the authorities, powers and discretions vested in the Board.

In the absence of any members a meeting will not proceed.

4. Awards Board Constitution Term

Members shall serve the lesser of two (2) years or their remaining term as an elected Council member.

5. Meetings

The Awards Board shall meet at least 3(three) times per year.

Target Board Months: January, June and November

Significant dates for Awards Board :

Key Activity	Key Date	Responsibility
Call for Nominations	December	Awards Board
Nomination Submissions	15 th January	Nominators
Submit Nominations to Council	31 st January	Awards Board
Agree / Ratify Nominations	28 th February	Council
Invitations to Awards Ceremony – Conferring	2 months in advance of June ceremony	CEO
Invitations to Annual Scientific Congress	2 months in advance of May Congress	CEO

6. Accountability

The Board is accountable to the President of the College of Anaesthesiologists of Ireland. The Chair will report to Council at the meeting subsequent to any committee meeting. Where a proposal being recommended by the Board requires Council approval, this will be by means of the Chair Report submitted to the Executive Assistant at least [10] (ten) days in advance of the relevant Council meeting. Where no meeting has been held since the last Council meeting, no Chair Report will be required, and Council will be advised of same.

7. Terms of Reference Term

These Terms of Reference and the foundation document (rationale, objectives, process) shall be reviewed by the Awards Board in December each year and any recommended changes shall be submitted to Council for approval.

8. Cross References

When considering this process, the following other COA processes should be consulted: -

- Awards Board Policy
- Regulations for Examination Candidates
- Fellowship (FCAI) Examination (November 2022)
- JFICM and Pain Medicine faculties processes

For Review December 2023

Appendix 1

Version Control History

Version	Modifications	Modified By	Date
Version 1.0	Initial Version released to College	Fiona Taaffe	7 th Feb 2023