

Terms of Reference

Recognition of Members' Contributions Committee

Department of Medicine
Dalhousie University / Capital District Health Authority

Purpose:

This Committee acts in an advisory capacity to the Head/District Chief of the Department. It is not necessary that an award be made every year; but, in any given year, only one award is available.

Membership:

- Head - Dalhousie University and District Chief, Capital Health - Department of Medicine
- Division Head/Service Chief (1)
- Institution-Based Member of the Department (1)
- Community-Based Member of the Department (1)

Individuals will be elected for a 3-year term.

Chair:

The Head/District Chief, Department of Medicine will be Chair. The Chair may ask one of the members to preside at meetings on his/her behalf.

Voting/Quorum:

All members may vote. In the event of a tie vote, the Chair will cast the deciding vote. A quorum will be 50% plus one.

Frequency of Meetings:

One meeting is held per year, in either late April or early May.

Attendance:

Representatives are to attend the one meeting scheduled per year.

Reports to:

The Committee reports jointly to the Head/District Chief, Department of Medicine and the Department of Medicine Executive/Divisional Chiefs Committee.

Specific Responsibilities of the Recognition of Members Contributions Committee include:

1. The Award should reflect an individual's sustained exceptional commitment to the Mission of the Department, i.e. generally should not reflect achievement in only one area (e.g. solely research).
2. The Award is not for long service nor given because of imminent retirement.
3. The nomination should be believed to command general acceptance by the Department, i.e. should not be the occasion of dissension within the Department.
4. All discussions of the Committee are confidential and no minutes are kept.

Approved by Recognition of Members' Contribution Committee: 23 May 1996
Approved by DoM Executive/Divisional Chiefs Committee: 01 Dec 1999

30 July 1998/kln (format changes only August 2003)