



Awards Committee Terms of Reference

I Purpose

To assist APEY Council to support and promote the engineering profession by leading the development and administration of an awards programs.

II Committee Goals

- a) Recognize achievements of Yukon Professional Engineers and promote excellence in engineering in Yukon;
- b) Assist council with the administration of the APEY Education Awards program;
- c) Assist Council with the selection and presentation of Fellowship of Engineers Canada Awards to honour individuals who have given noteworthy service to the engineering profession through long service to the local or national body at a senior level or in a volunteer capacity for an Engineers Canada recognized activity.
- d) Develop and carry out a program to recognize outstanding Yukon educators who have made significant contributions to Yukon students in the areas of mathematics and science;
- e) Implement other awards programs from time to time at the will of Council; and,
- f) To work with the communications committee to raise the profile of engineering by advertising our awards programs and celebrating the awards recipients.

III Committee Activities

- a) Coordinate annual ***Yukon Engineering Excellence Award***. This award will be announced annually at our AGM, and officially presented at a subsequent event will be organized to honour the recipients in front of their friends, family and Council. Award recipients will be acknowledged in an APEY newsletter and article in local newspaper(s);
- b) Administer annual student ***APEY Education Awards***. Each award is given to a Yukon student entering into the second, third or fourth year of a Canadian Engineering Accreditation Board approved university engineering program. One award is reserved for a student who is Aboriginal and/or female. If a suitable candidate is not identified within this category, the award may be given to another suitable candidate. Award recipients will be acknowledged in an APEY newsletter;
- c) Review candidates and provide recommendations to APEY Council regarding ***Fellowship of Engineers Canada*** designation bestowment. FEC recipients will be announced at our AGM and presented at a subsequent event to honour the recipients in front of their friends and family and Council. Recipients will be acknowledged in an APEY newsletter and an article in local newspaper(s);



- d) Develop, plan and administer an award program to recognize outstanding ***Yukon educator(s)***.
- e) Plan and administer other award programs from time to time at the will of Council if budget and volunteer resources permit;
- f) Meet at least quarterly to plan and administer APEY awards; and,
- g) Submit an annual budget request to Council to carry out the business of the committee.

IV Structure and Operations

- a) Council appoints a member of Engineers Yukon as the Chair for a three-year period. The Committee shall supply Council with recommendations. Nothing precludes the same person from serving more than one three-year period as Chair if Council agrees.
- b) Council shall decide who will act as Liaison between the Committee and Council.
- c) The Committee members shall serve at the pleasure of Council.
- d) If Council has any guidance or direction for the Chair and the Committee including that of the committee's mandate, Council shall explain and discuss it with the Liaison, or in the absence of a Liaison the Committee Chair, who will take the information to the Committee for action.
- e) The Committee Chair and/or Liaison shall report to Council on a monthly basis. There is a standing item on the Council meeting agenda for updates from all Committees.
- f) The Chair of the Committee will provide a written report on the previous year's activities by January 31st, to be included in the AGM package for members.
- g) The Committee members should represent a broad spectrum of the Engineers Yukon constituency.
- h) The Chair of the Committee will represent the Committee to its counterpart at Engineers Canada, subject to approval by Council.
- i) No member of the Committee shall communicate on behalf of Engineers Yukon unless they receive prior approval from Council.
- j) All external communications must receive approval by Council before release.
- k) Non-members of Engineers Yukon may be included on the Committee at the discretion of the Chair.
- l) The Committee may create sub-committee(s) as required, subject to approval by Council.

Approved by Council: March 14, 2017