

# ISPRM COMMITTEE OPERATIONAL GUIDELINES - AWARDS AND NOMINATING COMMITTEE

10 September 2018

## 1. Name

Awards & Nominating Committee

## 2. Purpose

- a. To nominate candidates for the offices of the Vice President, Secretary, Treasurer, At-Large Trustees of the International Education and Development Fund (IEDF) and the members of the Awards and Nominating Committee
- b. To make recommendations for Individual Honour Role Membership
- c. To prepare the criteria for the establishment of awards and prizes, recommend the type of awards (plaques, cash, other) and nominate candidates to receive awards and prizes.

## 3. Goals

- a. To support the election process of the following positions:
  - o Executive Committee
    - Vice President
    - Secretary
    - Treasurer
  - o Six members of the Awards and Nominating Committee
  - o ISPRM Education and Development Fund
    - At-Large Trustee Members (four-year terms)
- b. To make recommendations for Individual Honour Role Membership
- c. To develop and periodically review the criteria for the ISPRM awards
- d. To recommend new awards
- e. To recommend the type of prize (cash, non-monetary)
- f. To nominate candidates to receive the ISPRM awards and prizes.

## 4. Membership

- a. **Number:** 6 elected, 1 *ex-officio* liaison
- b. **Mechanism of selection:** The Awards and Nominating Committee will identify six nominees and forward them to the Assembly of Delegates. The Assembly of Delegates will elect the members of the Committee after consideration of this report and any candidate nominated from the floor.
- c. **Eligibility:** ISPRM Active Individual members in good standing
- d. **Terms of Appointment:** Two years, eligible for re-election for a maximum of 3 terms.

## 5. Organizational Structure

The Immediate Past-President will chair the Committee.

## 6. Meetings

The Committee Chair will convene meetings, conference calls and other methods of communication necessary for the Committee to accomplish its goals.

## 7. Reporting mechanisms

- a. The Committee will submit its nominees for elected positions to the Assembly of Delegates. For informational purposes, it will also submit its nominees to the President's Cabinet.
- b. The Committee will submit its recommendations regarding awards to the President's Cabinet
- c. The Awards and Nominating Committee will submit any proposed changes to its operational guidelines to the President's Cabinet.

## 8. Required resources

- a. Central Office support to coordinate its activities.
- b. Conference call support.

## 9. Procedures

### 9.1 Nominations

- a. The Committee will nominate candidates for the following positions every two years during even years of the calendar.
- b. It will submit these nominations to the Assembly of Delegates
- c. The positions to be filled by election every two years are as follows:
  - o Vice President
  - o Secretary
  - o Treasurer
  - o Six members of the Awards and Nominating Committee - Each member of the Committee other than the Chair will be from a different country
- d. The Committee will nominate one At-Large Trustee of the ISPRM International Education and Development Fund every two years during even years.
- e. The Central Office in coordination with the Awards and Nominating Committee will solicit nominations starting 6 months before the dates of the elections.
- f. Nominations should be through written letters that address the various criteria that will be used by the Awards and Nominating Committee in its selections
- g. The Awards and Nominating Committee will use the following criteria in its selection of candidates:
  - o Previous accomplishments within ISPRM
  - o Other accomplishments within PRM nationally and internationally
  - o Lectures given at ISPRM and ISPRM endorsed Congresses
  - o Regularity of attendance at Congresses associated with ISPRM Board Meetings
  - o Commitment to assume the responsibilities for which nominated
  - o Commitment to attend the Board meeting at which the election takes place
  - o Commitment to attend Board meetings during their tenure on the Board
  - o Paid up membership
  - o Gender.
- h. The Awards and Nominating Committee will submit its complete slate to the Central Office for distribution to the Assembly of Delegates at least 90 days before the dates of the elections.

### 9.2 Individual Honour Role Membership

- a. The Committee may nominate candidates for the Individual Honour Role Membership every year upto a maximum of 3 candidates per annum.
- b. These nominations are to be submitted to the Executive Committee for consideration
- c. Honour Role Membership can be awarded to any active ISPRM members in recognition of distinguished contributions to the field of PRM.

### 9.3 Awards

- a. The Committee will annually review the criteria for existing awards and make any recommendations for change to the President's Cabinet

- b. The Committee will annually decide if there should be any new awards
  - o The Committee will develop criteria for any new awards
  - o The Committee will submit its recommendations for new awards and their criteria to the President's Cabinet for approval or non-approval
- c. The Committee will nominate candidates for the following awards:
  - o **Sidney Licht Lectureship Award**  
The Sidney Licht Lectureship Award was established by the International Rehabilitation Medicine Association in honour of Sidney Licht, its founding father and a tireless advocate for the expansion of rehabilitation medicine. The ISPRM continues this award to honour physiatrists who have made consistent contributions to the advancement of international physical and rehabilitation medicine.

Those receiving the award will be respected and admired by their peers for their outstanding accomplishments in advancing the care of those with disabilities internationally, and for their leadership within the ISPRM. The ISPRM when selecting individuals for this award includes among the criteria recognition that the awardees have substantive information to share with their colleagues through the lectureships.

The award is limited to one every year and need not be given at every congress.

- o **Herman Flax Lifetime Achievement Award**  
The Herman Flax Lifetime Achievement Award was established by the International Rehabilitation Medicine Association in honour of Herman Flax who provided outstanding leadership to IRMA and his specialty throughout his long career as an academic physiatrist. The ISPRM continues this award to honour individuals with a lifetime of outstanding and unique contributions to the care of individuals with disability and the specialty of physical and rehabilitation medicine.

Individuals receiving this award will have made contributions in the areas of patient care, research, education, administration and advocacy including advancing the ISPRM. This award is ISPRM's highest honour.

It is limited to one every year and need not be given at every congress.

- o **Haim Ring Memorial Award – Individual**  
ISPRM established the Haim Ring Memorial Award – Individual to honour Haim Ring, its second President and an inspirational leader. It continues this award to recognize individual members who demonstrate outstanding accomplishments in promoting international visits and exchanges.

The Awards and Nominating Committee will submit a candidate for this award every year to the President's Cabinet for approval or non-approval, this award need not be given at every congress. The Committee will strongly consider the recommendation of the International Exchange Committee when identifying its recommended candidates.

- o **Haim Ring Memorial Award – Institutional**  
ISPRM also established the Haim Ring Memorial Award – Institutional to honour Haim Ring. It recognizes institutions who demonstrate strong engagement in hosting international visitors and exchanges.

The Awards and Nominating Committee will submit a candidate for this award every year to the President's Cabinet for approval or non-approval, this award need not be given at every congress. The Committee will strongly consider the recommendation of the International Exchange Committee when identifying its recommended candidates.