



Terms of Reference

Volunteer Recognition Advisory Group

- The AIBC operates under a Policy Governance model through which the Board and operational advisory groups are established to assist the AIBC in developing and implementing policies and programs in fulfillment of legislative requirements and organizational priorities.
- AIBC Committees, Board advisory groups and operational advisory groups are governed by the *Professional Governance Act*, AIBC Bylaws, Board policies, and the Volunteer Handbook, as applicable.
- The Volunteer Recognition Advisory Group is made up of AIBC employees who work in a cooperative spirit to review AIBC staff supported nominations for outstanding operational volunteer group contributions (which includes Committees, Advisory Groups, panels, and task forces) to the AIBC and/or to national organizations to which they were appointed or supported by the AIBC. The Advisory Group will recognize volunteer achievement and, by doing so, deliver a strong message that encourages and inspires others to action.

Established:	September 2016
Type:	Operational
Chair:	
Appointed by:	CEO & Registrar
Term:	Ongoing
Members:	
Appointed by:	CEO & Registrar
Term:	2 years (at discretion of Employee and CEO)
Advisory Group Selection Criteria:	Employees of the AIBC
Advisory Group Composition Requirements:	CEO & Registrar is Chair and <i>ex officio</i> ; Event and Outreach Lead is <i>ex officio</i> ; a representative from the People Operations Department; Employees of various AIBC departments.

Advisory Group Members		Composition (as applicable)	Appointment Date
1.	Mark Vernon <i>Chief Executive Officer & Registrar</i>	Chair (<i>ex officio</i>)	September 2016
2.	Amanda Scott <i>Event and Outreach Lead</i>	(<i>ex officio</i>)	July 2018
3.	Millie Stankovic <i>People Operations Lead</i>		July 2024
4.	Carla Taylor <i>Registration Lead</i>		July 2023

1.0 Mandate:

- The Volunteer Recognition Advisory Group reviews nominations and selects outstanding AIBC volunteers, who serve on one or more AIBC volunteer groups (which includes Committees, Advisory Groups, panels, and task forces) and/or national volunteer organizations, to receive recognition at the AIBC’s annual recognition event.

2.0 Specific Assignments:

- Annually review nominations and select recipients.
- Annually review the existing categories of volunteer recognition and make changes to the program as required.
- Create and review the nomination forms and standards for fairness, clarity and achievability.
- Encourage nominations.

Recognitions:

- **AIBC Emerging Volunteer Recognition:** this recognition acknowledges outstanding volunteers who have been registered with the AIBC for less than five years, and who are already contributing their time and expertise to a variety of AIBC volunteer group initiatives and activities (which includes Committees, Advisory Groups, panels, and task forces) and are having a sustained impact. It is open to Intern Architects AIBC, Architectural Technologists AIBC, and Architects AIBC who have been registered with the AIBC for less than five years, and who are in Good Standing.
- **AIBC Recognition of Exceptional Volunteer Service:** this recognition acknowledges volunteers who are making exceptional, sustained, and significant contributions to volunteer group initiatives and activities (which includes Committees, Advisory Groups, panels, and task forces). It is open to all current AIBC volunteers serving on multiple AIBC and/or national volunteer groups.

- **AIBC Recognition for Lifetime Volunteer Achievement:** this recognition acknowledges individuals who have made, and likely continue to make, exceptional contributions to the fulfillment of the AIBC’s public-interest mandate through an entire career of volunteer service, equal to or greater than 15 cumulative years. It is open to any current or recently retired AIBC volunteer who has served on multiple AIBC and/or national committees, advisory groups, panels and task forces.

3.0 Deliverables:

- At least one month before the nomination deadline, the Advisory Group will ask staff to prepare a nomination submission and submit it to the committee by the deadline.
- The Advisory Group will review the information and select the recipients in each recognition category.
- Advisory Group members may be asked to present awards at annual recognition ceremony.

4.0 Reporting:

- The Advisory Group will report to the CEO & Registrar of the AIBC who will, at their discretion, provide updates to the Board.
- The Advisory Group will notify AIBC staff about each year’s recipients.

5.0 Liaison with Internal and External Groups/Associations:

- The staff representatives of the Professional Recognition Advisory Group will liaise with AIBC Communications staff to ensure efforts around event planning are coordinated.

6.0 Scheduled Meetings:

- When: As required throughout the year and determined by nomination deadlines.
- Place: AIBC offices and/or, video/teleconferencing

7.0 Quorum:

- A quorum for any meeting of the Advisory Group will be the majority of the members of the Advisory Group that must include the Chair; present in person, by phone, and/or by video/teleconferencing

8.0 Amending the Terms of Reference

- The Terms of Reference may be revised from time to time at the CEO’s discretion and/or upon recommendation by the Advisory Group, including a change of members and mandate.