

## **TERMS OF REFERENCE**

### **Committee Name**

The MLA Awards Committee (the “**Committee**”).

### **Type of Committee**

The Committee is an MLA standing committee with an indefinite term.

### **Mandate**

The Committee reviews and selects Award nominees in accordance with the criteria set for each Award.

### **Functions/Responsibilities**

The functions and responsibilities of the Committee are to:

- Review, from time to time, the criteria for the award of each of the MLA Awards, namely the Distinguished Service Award, the Philanthropy Award, the Access to Justice Award, the Rising Star Award, the Distinguished Paralegal Award and such other awards as the MLA Board of Trustees may create.
- Work with the Opening of the Court Planning Committee to encourage a robust pool of nominations for the Awards each year.
- Review the nomination materials submitted in respect of nominees for the MLA Awards and consult with others as necessary, while striving to ensure confidentiality regarding the nomination selection process.
- If the Committee decides that one or more nominees meets the criteria for an Award, including the ability to attend the relevant Awards ceremony to receive the Award, they will select the recipients for the Awards in any given year. While the Committee should strive to award each Award to a recipient every year, it is not necessary to select a recipient for every Award every year and, similarly, it is possible to award the same Award to two nominees in a given year.

## **Accountability & Reporting**

The Committee is accountable to the Board. The reporting obligations of the Committee may, at the Board's discretion, be delegated from time to time to the Executive Director, the President, the Executive Committee, another Committee of the Board, or one or more of the foregoing.

## **Membership**

The Committee Chair is appointed by the MLA President with the assistance of the existing Committee Chair.

The Committee shall contain a minimum of seven voting members. It is desirable that the Committee contain, at a minimum: a barrister, two solicitors, a family law lawyer, a criminal lawyer, and a paralegal.

All Committee Members must be members in good standing of the MLA.

The MLA Executive Director is an *ex officio* member of the Committee.

The President shall have the right to appoint a member of the Board or of the Executive committee to sit on the Committee, either as a member or *ex officio* member.

The Chair of the Committee shall be primarily responsible for the function of the Committee and its accountability.

## **Term & Renewal**

The Committee Chair shall have an initial term of two years, commencing on April 1<sup>st</sup>, which shall thereafter be renewable on an annual basis.

All other Committee members shall have a term of one year, commencing on April 1<sup>st</sup> each calendar year, renewable on an annual basis.

## **Vacancies**

The Committee must, in any recommendation to fill a vacancy, honour as closely as possible the membership criteria as set out in the Committee.

### **Decision Making Protocol**

The Committee shall make every reasonable effort to make decisions by consensus and, in all other respects.

### **Meetings**

The Committee shall meet as frequently as is necessary to accomplish the functions/responsibilities assigned to it.

The Committee may invite guests to a meeting or a series of meetings, provided the attendance of any such guest at the meeting(s) is communicated to and approved by the Executive Director.

The President may attend, or may appoint a delegate from the Board, to attend any one or more meetings of the Committee.

### **Budget and Spending**

All spending of the Committee will be controlled by and will require approval of MLA staff, who shall be guided by the annual MLA budget approved by the Board for each fiscal year.

### **Attachments:**

- Critical Path for Awards Nomination and Selection (Schedule 'A')

## **SCHEDULE “A”**

### **MLA Awards Selection – Critical Path**

Late March	Meeting of Committee to review results of current year Awards and to review Critical Path for next year’s awards
May	Alert in newsletter that call for nominations will be made in June
Early June	Send out email re: Award Nominations with closing date for late August; post on Website; update Awards Page
Mid-July	Reminder MLA update – re: Award Nominations
Mid-Aug	Reminder MLA update – re: Award Nominations
Aug 31	Deadline for Award Nominations
Early Sept	Meeting of Committee to decide on Awards recipients, and to review status of nominations and to engage action plan if insufficient nominations. Executive Director to check nominees have confirmed their ability to attend OTC and will accept the nomination.
Mid -Sept	OTC and Awards Ceremony

Approved at July 15<sup>th</sup>, 2024 by the MLA Board of Trustees.