

TOS Honors Selection Committee Terms of Reference

Committee Name

TOS Honors Selection Committee

Type

The Selection Committee is a Standing Committee

Purpose

The Selection Committee is responsible for reviewing reports provided by the nominating committee and selecting recipients for the honors listed below:

- Fellows
- Walter Munk Medal
- Wallace Broecker Medal
- Mary Sears Medal
- Hans Gunnar Jerlov Award
- Early Career Award
- Mentoring Award

Scope

The Selection Committee will review the nomination summaries and ranked lists for each honor provided by the Nominating Committee. In accordance with established guidelines, the committee will select the recipients for each honor. After the final decision, the Selection Committee Chair will inform nominators of non-successful nominations. If requested specific comments and, if appropriate, a statement with regards to future re-submission of nominations can be provided.

Authority

The Selection Committee selects the recipients of each honor, and provides a report listing all recipients to the TOS president for further action.

Membership

The Selection Committee is comprised of 6 TOS members with staggered 3-year terms (3 groups of 2 members) plus the TOS president, to be selected by the TOS Council, including one student member. A

member of the TOS Ethics Committee can serve as an ex-officio member of this committee. The Selection Committee can initially include members of the TOS Honors Committee.

Meeting arrangements

The Selection Committee will meet once per year by audio/video conference to discuss the ranked list and summary of nominations provided by the Nominating Committee. This meeting should occur during the First week of December of each year. A quorum consists of four committee members, but all members of the Selection Committee must vote on final selections for each honor. The TOS Executive Director will work with the Committee chair to produce an agenda for each call to be distributed one week before the call. The TOS Executive Director will take minutes of each call, will send them to the chair for verification, and will then share them with all committee members. Discussions among committee members are to remain confidential. Members will communicate by email as needed.

Reporting

The Selection Committee will prepare a memo to the TOS President listing the individual(s) selected to receive each honor. The Selection Committee will communicate with the nominators of non-selected recipients and will provide comments and notes regarding re-submission of the nomination, as appropriate.

Resources and budget

The TOS Executive Director will provide logistical support. Audio and/or video conferencing services will be made available.

Deliverables

The Selection Committee will prepare a memo to the TOS President listing the individual(s) selected to receive each honor. The Selection Committee will communicate with the nominators of non-selected recipients and will provide comments and notes regarding re-submission of the nomination, as appropriate.

Review

These Terms of Reference will be reviewed annually during the first week of January.