

TOS Honors Nomination Committee Terms of Reference

Committee Name

TOS Honors Nomination Committee

Type

The Nomination Committee is a Standing Committee

Purpose

The Nomination Committee is responsible for encouraging honors nominations from the ocean science community and/or from the Nomination Committee itself. The honors that the Nominating Committee is charged with managing are:

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

Scope

The Nomination Committee encourages nominations, and checks them for completeness and viability. The Committee can contact nominators to request additional information or revision prior to the nomination deadline.

Authority

The Nomination Committee reviews nominations and provides a ranked list of viable nominees to the Selection Committee.

Membership

The Nomination Committee is comprised of 9 members with staggered 3-year terms (3 groups of 3 members) to be selected by the TOS Council following an open call for self nominations and active recruitment, especially from previous awardees and other well-networked TOS members. The committee members will be selected so as to provide broad, multidisciplinary expertise.

Meeting arrangements

The Nomination Committee will typically meet quarterly by audio conference or video conference. A suggested meeting schedule is February, May, August and November of each year. A quorum consists of six committee members. 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 Nomination Committee provides a report to the Selection Committee one month after the October 31 nomination deadline each year.

The report consists of a one-page summary for each viable nominee as well as a list of the viable nominees in ranked order. The rankings will initially be generated by the scores entered in the online nomination and review system. These rankings will serve as a basis for discussion by the nominating committee. The report will explain the ranking process, including information on gender and diversity statistics in the nomination pool, as well as a written justification of the ranking including strengths and weaknesses of each candidate relative to the selection criteria and required qualifications.

Resources and budget

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

Deliverables

In addition to the report submitted to the Selection Committee, it is expected that the Nomination Committee will work throughout the year to encourage nominations for TOS honors.

Review

These Terms of Reference will be reviewed bi-annually on December 1 every even year.