

## **Honors Nomination Committee Terms of Reference**

*Revised 12/16/19*

### **Committee Name**

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 Nomination Committee is charged with managing are:

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

### **Scope**

The Nomination Committee encourages nominations, and after nominations are submitted to the online submission system, committee members check each nomination 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 for completeness and forwards them to the Selection Committee.

## **Membership**

The Nomination Committee is comprised of a chair and eight members with staggered three-year terms (two groups of three members, one group of two 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. Members of the Nomination Committee may be nominated for honors but are required to recuse themselves from discussions and review regarding the honor for which they have been nominated. The TOS President serves as the chair of this committee and may encourage nominations, but cannot directly serve as a lead nominator or sign a letter of support for nominations.

1. Chair – President
2. Through June 30, 2021:
3. Through June 30, 2021:
4. Through June 30, 2022:
5. Through June 30, 2022:
6. Through June 30, 2022:
7. Through June 30, 2023:
8. Through June 30, 2023:
9. Through June 30, 2023:

## **Meeting Arrangements**

The Nomination Committee will typically meet quarterly by audio 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 after the nomination deadline each year. The report consists of a list of all nominations for each honor, including information on gender and other diversity statistics. The nomination packages are provided electronically to the Selection Committee.

**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 biannually on December 1 every even year.