

## **Honors Selection Committee Terms of Reference**

*Revised 12/16/19*

### **Committee Name**

Honors Selection Committee

### **Type**

The Honors Selection Committee is a Standing Committee

### **Purpose**

The Honors Selection Committee is responsible for reviewing nominations provided by the Nomination Committee and selecting recipients for the honors listed below:

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

### **Scope**

The Selection Committee will review nominations provided by the Honors Nomination Committee. In accordance with established guidelines, the Selection 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 composed of the chair (TOS past-president) plus six TOS members (one of whom is an early career member) with staggered three-year terms (three groups of two members). The committee members will be selected by the TOS Council. A member of the TOS Ethics Committee can serve as an ex-officio member of this committee. Members of the Selection Committee are not eligible to be nominated for TOS Honors and may not nominate or submit letters of support for nominations while serving on the committee.

1. Chair – TOS Past President
2. Through June 30, 2021: (early career member)
3. Through June 30, 2021:
4. Through June 30, 2022:
5. Through June 30, 2022:
6. Through June 30, 2023:
7. Through June 30, 2023

## **Meeting Arrangements**

The Selection Committee will meet once per year by audio/video conference to discuss the nominations provided by the Honors Nomination Committee. 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 and 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.

## **Resources and Budget**

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

**Review**

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