



The APECS Canada –ArcticNet Student Association Mentor Award

Terms of Reference for the APECS Canada/ASA Mentor Award

To be publically available on the website, but not actually forming the content of the website

Committee members

All Award Committee members will be from either APECS Canada or the ASA. Committee members can serve for up to five years. Committee members who are stepping down must inform the Chair of this intention at least one month before the completion of duties. Committee members that are stepping down are encouraged to encourage others to volunteer for the position.

Procedure

1. The chair of the committee will receive all the nomination packages and support letters.
2. The chair will distribute all complete packages to the committee for review two weeks prior to the Decision Call.
3. All nominations will be reviewed by the committee and rankings will be entered into a common spreadsheet file and submitted to the chair for compilation.
4. During the Decision Call the chair will share the combined rankings.
5. The committee will discuss the results, and come to a consensus about the winner, the chair will guide any discussions in the event of a tie, but the group must come to a group decision.
6. The chair will then inform the nominator of the winner, as well of the other nominators of the time left on their nomination standing.
7. The chair will work with the nominator to suggest a winner's gift, and to inform them that it is their responsibility to get the winner to the award ceremony.

Chair responsibilities

1. Receive all the nominations and support letters.
2. Distribute all the complete nomination packages to the committee members for review at least two weeks before a conference call will be held to make the final decision.
3. The chair will also distribute a spreadsheet with the nominated names, and the five selection categories to allow committee ranking to be compiled.
4. Consult with committee members on Decision call availability.
5. Schedule the Decision call and inform all committee members.
6. Organize/hold (using Skype, GoToMeeting or some other format) the Decision Call.
7. Chair the Decision Call, including sharing a compiled file of all the rankings from the committee members.
8. Once a decision has been made, the Chair will inform the nominator of the winning decision. The chair will also inform the nominators of all the other candidates of the decision, reminding them of the term left in the candidates eligibility for the following year.

Committee responsibilities

1. All committee members must thoroughly review all the submitted nominations.
2. Committee members will rank each nomination most deserving to least deserving (1 = most to x=least deserving) for the following criteria:
 - Meaningful engagement with the early career researcher
 - Originality of support/mentoring

- Impact of the support/mentoring
 - Variety of mentees the mentor has supported
 - Variety of mentoring opportunities provided (field work, conferences, meetings, leadership, community interactions)
3. The committee must review and rank all applications prior to the annual Decision Call.
 4. Committee members will not discuss their decisions or ranking with other members prior to the Decision Call.
 5. All committee members are required to attend the call, unless special arrangements with the Chair have been made.