

Job title	<i>National Recognition Committee Member</i>
Responsible to	<i>Chair – National Recognition Committee</i>

Job purpose

The National Recognition Committee has the mandate to review and make award recommendations to the Board of Directors. The committee is comprised of seven (7) members in addition to the chair. The chair will lead the process by which the committee scores, adjudicates, and identifies award recipients. In addition, the chair will be responsible for selecting the physical award that will be presented each year, liaising with the national office to produce certificates, and assist the national conference planning team with the planning and execution of the national awards banquet. Committee members may be subject to additional tasks at the discretion of the chair.

Length of term: Three (3) years at the discretion of the Vice-President – Patrol Operations.

The objectives of the Recognition Committee Member are:

- To ensure the national recognition committee functions in a fair and respectful manner.
- To score award nominations and assist in the development of a short-list of recipients within the deadlines set by policy.
- To promote, at every opportunity, the value the recognition program brings to the culture of the Canadian Ski Patrol.

Duties and responsibilities

The Recognition Committee Member is responsible for:

- Execution of the policies supporting the national recognition program.
- Ensuring the committee operates in a respectful and fair manner, in keeping with the CSP's policy on harassment in the workplace.
- In coordination with the chair, attending and participating in any meetings scheduled and ensuring any deadlines are met.
- Scoring the submission of awards from the zones and divisions in a fair, objective and respectful manner, in keeping with the principles of the Canadian Ski Patrol.
- Participating in any periodic updating and reviewing of awards and forwarding recommendations for changes to the chair of the recognition committee.
- Self-declaring any conflicts with a nominee for any award under consideration.
- Other duties as assigned by the chair of the recognition committee.

Qualifications

The general qualifications for this position are:

- Good written and verbal communication skills.
- Willingness to participate in meetings in electronic as well as any in-person formats.
- Good time management skills.
- Ability to discuss and manage expectations and outcomes with fellow committee members.
- Ability to work as a team to meet the goals and objectives of the program.
- Good working relationship with all CSP officers, staff and members at various levels.
- Good understanding of the governance and operations of the CSP.

In addition to the above, this position has specific skills and qualifications that must include, but are not limited to:

- Being an active regular member, with day-to-day patrol experience.
- Good knowledge of the existing CSP brand.
- Have at least five (5) years' experience with the CSP.
- Have a solid understanding of the purpose and intent of awards.

Additional skills that would benefit the successful candidate, while not required, are desirable:

- Previous experience with CSP award programs, as a member of a selection committee or chair of the selection committee, at the zone, division or national level would be an asset.
- Previous recipient of a national, division or zone level award would be an asset.

Note that of the applicant pool, a Canadian Ski Patroller award recipient and a separate Life Member award recipient will be selected. In addition, regional diversity will be considered within the pool of applicants.

Note: Two candidates will be selected to join the existing committee. The term will be for three years commencing in Fall 2019.

All qualifications comply with provincial and federal human rights legislation.

References will be sought from division and zone presidents as well as the committee chair of any national committees, task forces, or special project groups the applicant may have been a member of.

The candidate must be free from any on-going investigations for breach of the code of conduct or the code of ethics. In addition, the candidate must not have been subject to any disciplinary action at the zone, division or national level in the past five (5) years.

Direct reports

The positions that report directly to the Recognition Committee Member are:

None

Approved by:	
Date approved:	
Reviewed:	

This job description has been evaluated and adopted based on an annual Inventory of activities.

This job description is used for internal posting, review and clarity for volunteer positions. It is not an employment contract for wage.

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