



Terms of Reference

Awards Selection Advisory Group

1. Mandate

The awards selection advisory group provides advice to the Board of Directors regarding MAAC awards through its chair. The group will vet nominations for awards to ensure potential recipients meet the requirements of the criteria for each award. A report, that recommends recipients for awards, is to be provided to the board for consideration 3 months in advance of the AGM.

2. Membership and Appointment

The awards selection group will consist of a chairman as appointed by the board, one director (regardless of other titles he may hold), an expert in the full-size aviation industry (MAAC membership not mandatory) plus up to 4 Subject Matter Experts who are preferably but not necessarily MAAC members, to a minimum of 5 and not more than 7 members. The board may remove, select and or appoint members to the group by simple resolution at any time.

3. Frequency of Meetings

The awards selection group will meet as soon as possible after all applications or nominations paperwork have been received (published deadline for all submissions is November 1st) and before the Annual General Meeting. Meetings will be by conference/electronic means.

4. Quorum

The group has no formal decision-making authority, method of determining a recommendation to the board will be by simple majority vote.

5. Record of Meetings, Reporting and Communications

There are no minutes of meetings kept, the secretary/treasurer of MAAC is included in meetings and will record the results of group review and prepare a report for the board.

6. Budget

There is no formal budget for the group and any expenses to be incurred must be pre-approved in conformance with established financial policies.

7. Role of the Chair

- Ensure application and nomination paperwork received is distributed to the group through the office.
- Determine if additional information is required for any of the applications or nominations
- Schedule a meeting(s) for review and recommendations to the board