

Honors & Awards Committee Charter

June 2024

The Honors & Awards Committee is not a Standing Committee. The Chair is appointed by the ACCP Incoming President every two years with the change in administration. The ACCP Bylaws (Article VII, Section 3g) indicate that the Board of Regents shall “Confirm recommendations of the President in the creation or appointment of Committees and their chairpersons.” The Executive Committee can assume that role (Article XI, Section 2a of the Bylaws) during the period between Board meetings. New Committee members are identified for each two-year term by the Committee Chair from a list provided to the chair by Staff or as otherwise recommended.

Committee Membership

As a Non-standing Committee, there is no mention of the Committee composition in the Bylaws. As per Article XI, Section 3 of the Bylaws, “all Non-standing Committees shall consist of a Chairperson and two or more representatives of ACCP membership. The President or his/her designee shall be an *ex officio* member of all Committees and must be apprised of all Committee meetings and their deliberations in writing.”

The Chair of the Committee should be a member of the ACCP Board of Regents or a Fellow. The Committee should consist of a mix of senior, mid-level and early-stage colleagues (4-10 years in their full-time career) with education and affiliations representative of the membership. Representation by early-stage colleagues is critical to help build the institutional memory for future activities and permits those colleagues to be mentored as to the responsibilities of the Committee. Students do not serve on this Committee. Additionally, in seating the Committee, care should be taken to represent a cross section of institutions at which the Committee members might have previously worked so as to be fair and equitable in the voting process. The Fellows and Members of ACCP who comprise the Committee work to actively recruit nominations for the various awards.

No person shall serve on more than one Standing Committee at the same time, nor for more than 6 years consecutively on the same Committee (excluding the Executive Committee, see ACCP Bylaws, Article XI, Section 1), unless approved by the President.

Committee Role

The Committee serves the purpose of ensuring that ACCP consistently maintains a robust, fair process for the annual nomination, review and selection of high-quality candidates for the ACCP Recognition Awards, including the following:

- ACCP Distinguished Investigator Award
- ACCP Honorary Fellowship Award
- Nathaniel T. Kwit Memorial Distinguished Service Award
- Hartmut Derendorf Mentorship Award
- Tanabe Young Investigator Award
- Roger Jelliffe Individualized Therapy Award
- McKeen Cattell Memorial Award

The Committee's primary responsibility is to provide to the Board of Regents for its approval the names of individual winners for each award. It does this by soliciting nominations, maintaining a robust, fair process for review and selection of the winners.

Staff Support

At the discretion of the Executive Director, a Staff member is designated to support the Committee. The Committee should seek input from said Staff member for operational guidance and information on Policies & Procedures. Staff plays a critical role in supporting the Honors & Awards process in collation and distribution of the nomination packages and managing communications with awards recipients after approval by the Board of Regents.

How & When the Committee Meets

The Honors & Awards Committee should meet virtually for the purpose of introductions, orientation and training at the beginning of a new Committee term. The Committee will conduct a series of meetings following the Annual Meeting to review the nominations that have been received and to develop a list of potential nominations that could be solicited if necessary to be sure that there are at least two eligible nominees for each award. After nominations close, through the early part of February, the Committee meets virtually to review and discuss the nominations, when the recommendations for award recipients are submitted to the Board for approval.