

ACCP Honors & Awards Committee Charter March 2017

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 IV, Section 1g) 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 V, Section 2 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 Constitution or ByLaws. As per Article VIII, Section 2 of the Constitution, “all Non-standing Committees shall consist of a Chairperson and two or more representatives of the College 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.”

Committee membership should be representative of ACCP’s membership and should therefore include representation from academia, industry, clinical and regulatory agencies, as well as MDs, PharmDs and PhDs. Persons with a focus on drug discovery as well as those involved in clinical care should sit on the Committee. The Fellows and Members of ACCP who comprise the Committee work to actively recruit nominations for the various awards. Students do not traditionally serve on this Committee.

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 Constitution, Article VIII, Section 1a), 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
- Nathaniel T. Kwit Memorial Distinguished Service Award
- ACCP Honorary Fellowship Award
- Bristol-Myers Squibb Mentorship Award
- Tanabe Young Investigator Award
- McKeen Cattell Memorial Award

After the nominations are closed, the Committee meets regularly to assess the nominees, including a ranking process used by the Committee to makes its final selection of recipients, which are then presented to the Board of Regents for approval.

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 the supporting the Honors & Awards process and managing communications with awards recipients.

How & When the Committee Meets

The Honors & Awards Committee should meet by phone for the purpose of training at the beginning of a new Committee term. The Committee meets in person at the Annual Meeting and is very active by phone from the early part of December, after nominations close, through the early part of February, when the recommendations for award recipients is submitted to the Board for approval.