Member Value and Engagement Portfolio

SPA Awards Committee

Terms of Reference

2026 Version

1. Purpose
   - To support the mission and goals of the Saskatchewan Physiotherapy Association (SPA) Inc. by creating member engagement in celebrating the excellence and innovation in practice, education and research.
   - To establish member recognition programs that recognize excellence in the profession and to highlight and celebrate award recipients annually at an Awards Reception.
   - To provide member value by awarding the following SPA Awards:
     - Rural and Remote Physical Therapist Educational Bursary
     - Role of Practitioner in Indigenous Wellness Course Bursary
     - CPA Congress Awards for member professional development
     - SPA Student Awards
     - AGM Awards of Merit
       - Merit for Clinical Education (Rural)
       - Merit for Clinical Education (Urban)
       - New Member Professional Contributions
       - Merit for Clinical Excellence
       - Joyce Manton Award for Leadership & Professional Involvement
       - Student Initiative and Professional Engagement
     - AGM Years of Service
       - Certificate, for members completing 25, 30, 35, 40, 45, 50+ years of membership with the SPA

2. Composition
   - Chair: Appointed by the Board of Directors of SPA.
     - The Chair will report to the Portfolio Lead of the Member Value and Engagement Portfolio.
   - Membership: Three to five committee members composed of board members or volunteers from the SPA membership. The Awards Committee member term is for (2) consecutive years.
   - Staff: The Administrative Assistant will provide support to the Awards Committee.

3. Accountability
   - This committee is accountable to the Board of Directors of SPA and thereby to the membership of the association.

4. Reporting
   - A written report of the committees' activities shall be submitted by the Chair upon request for inclusion in the Association newsletter (three times per year: February, June, October). The SPA Admin Assistant sends an email 30 days in advance of deadlines.
     - The Chair will report to the Portfolio Lead of the Member Value and Engagement Portfolio.
   - A written report on the committees' activities shall be submitted by the Chair to the SPA office 45 days in advance of the SPA AGM. The SPA Admin Assistant sends an email requesting the report.

5. Committee Responsibilities
   - Chair:
     - Complete reports as outlined above.
     - Submit a proposed budget to the Executive Director by December 1st of each year.
     - Coordinate committee meetings as necessary (via Zoom) to fulfill the responsibilities of award selections, terms of reference review, and Awards Reception planning.
     - Coordinate with the SPA Admin Assistant for:
       - Communication to the membership of nomination and selection of awards via email, the SPA website, and the SPA social media accounts.
       - Organization and planning of the Annual Awards Reception in conjunction with the AGM each year (including arrangements for the event, invitations, and presentation of the awards).
     - Actively participate in Board of Directors meetings for discussion of items relating to the Awards Committee and/or Awards as applicable.

   - Committee Members:
     - Actively participate in Award Committee meetings and email communications for:
       - Selection of recipients for the SPA Awards as outlined above.
       - Review the Awards Committee Terms of Reference by December 31st of each year.
       - Assist with AGM Award Reception planning and PowerPoint presentation.