

## **Centennial Alumni of Influence Selection Committee Terms of Reference**

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### **Preamble...**

In honour of the College of Pharmacy and Nutrition's 100<sup>th</sup> anniversary in 2013-14, it is important to celebrate the College's achievements over the past 100 years and engage stakeholders in its vision for the next century. One of the College's primary external stakeholder groups is alumni. The College of Pharmacy and Nutrition has over 4,500 graduates worldwide who have contributed in significant ways to enriching the province, the country, and the world. To recognize the significant success and contributions of alumni, the College's Alumni Newsletter for 2014 will feature a list of *Centennial Alumni of Influence*. In order to identify up to 100 of the most influential U of S pharmacy and nutrition graduates, a Centennial Alumni of Influence Selection Committee will be struck to identify and select 'influential' alumni.

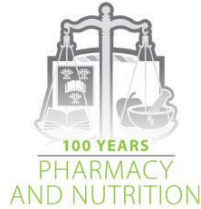
### **Purpose...**

As part of the College's centennial celebrations, the Centennial Alumni of Influence (AOI) Selection Committee will be responsible for the identification of up to 100 influential pharmacy and nutrition alumni (suggested target) from the last 100 years. These distinguished alumni will be honoured for their contribution. Throughout the College's centennial year, those selected will be noted and promoted to alumni and friends through various communication vehicles (e.g. the college newsletter, the College's webpage, etc). The AOI selection committee will provide guidance for the promotion of information about nominations and encourage nominations of alumni.

### **Structure...**

The AOI selection committee will be chaired by an alumnus of the College. The AOI selection committee will be comprised of the following representatives:

1. Chair (Barb Shea)
2. Dean or designate (Dr. David Hill)
3. Centennial Planning Committee Co-Chairs (Dr. Dennis Gorecki and Garry King)
4. Executive Assistant to the Dean of Pharmacy and Nutrition (Merry Beazely)
5. Communications and Alumni Relations Officer (CARO) in Pharmacy and Nutrition (Heather Dawson)
6. Alumni of the College (up to 9 alumni)
7. Former and Current College Faculty and Staff (up to 4 members)



## Nomination...

- **Who can nominate?** Nominations may be accepted from any person or group or organization. The AOI selection committee may decide to put strategies in place to encourage nominations.
- **Who can be nominated:** Nominees must be an undergraduate or graduate alumnus/alumna of the School of Pharmacy, College of Pharmacy or College of Pharmacy and Nutrition. If a member of the AOI selection committee is nominated, that member will be excused during the voting/ decision process with respect to the individual.
- AOI selection committee members and/or the full committee may nominate alumni to stand for an Alumni of Influence award; however, that AOI selection committee member will be excused during the voting/decision process with respect to the individual.
- The suggested timeline for nominations will be from July 15 – October 15, 2013. A notice will be placed in the College's 2013 Alumni Newsletter to solicit nominations, as well as other association and board newsletters in Saskatchewan, Canada and beyond. Alumni will also be notified of the upcoming nomination process at alumni events/receptions in May/June 2013.
- Please see Nomination Process document for further information.
- The Alumni of Influence selection committee reserves the right to request further information regarding a nominee on a case-by-case basis.

## Selection...

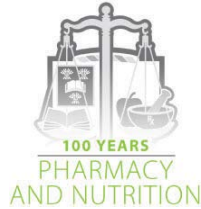
- See Appendix 1 for selection criteria

## The College of Pharmacy and Nutrition reserves the right to...

- Revoke an award granted to a recipient should circumstances arise that could unfavourably impact the reputation and/or image of the College of Pharmacy and Nutrition;
- Authorize the deviation from these Terms of Reference, from time to time, on the recommendation of the AOI Selection Committee.

## Recognition...

- Each graduate selected as one of the *Centennial Alumni of Influence* will receive a written letter signed jointly by the Dean of the College of Pharmacy and Nutrition and the Centennial Co-Chairs. This letter will not only be of a congratulatory nature, but will clearly identify the ways in which the list of *Centennial Alumni of Influence* will be used.
- Note: When the letter is sent re: confidentiality, if Alumni have any concerns regarding their appearance on the list and/or the reproduction of their likeness and/or biographies, they may contact the College and ask to have any and all information withheld.
- For those deceased graduates who appear on the list, every reasonable effort will be made to notify the next of kin/family and request their approval to appear on this list.



- Graduates (or next of kin) named to the list will also receive a commemorative gift (e.g. centennial pin) **AND** a framed centennial certificate signed by both the Dean of the College of Pharmacy and Nutrition and the Centennial Co-Chairs marking their selection to the list of *Centennial Alumni of Influence*. The AOI recipients will be recognized during the Centennial reunion weekend in June 2014.
- Graduates nominated to the list will be recognized in the College of Pharmacy and Nutrition Alumni Newsletter in 2014.

### Timeline...

- By May 31 – Committee members confirmed
- June - Introductory AOI selection committee meeting
- By October 31 – Committee receives list of nominations
- November 15 – Committee meets to review nominations
- December 15 – Committee meets to select alumni
- January 15 – Committee meets to select alumni
- February 15 – Committee meets to finalize list of *Centennial Alumni of Influence*
- By February 28 - Committee presents the list of *Centennial Alumni of Influence* to the Centennial Planning Committee
- March - April – Congratulatory letters, certificates and pins are prepared; materials for recognition event are prepared



## Centennial Alumni of Influence Selection Committee

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### Responsibilities...

- The AOI selection committee shall be responsible for selecting up to 100 alumni as the College of Pharmacy and Nutrition's *Centennial Alumni of Influence*.
- The AOI selection committee is **NOT** responsible for seeking approval from or ensuring the notification and/or recognition of alumni (or next of kin) that are selected. The College will assume responsibility for ensuring that those alumni on the list are appropriately informed about and recognized for their selection.
- The AOI selection committee may make changes to or deviate from these Terms of Reference upon the recommendation and approval of a majority of committee members.

### Operation:

- The AOI selection committee will meet 4-6 times between July 2013 – February 2014 via conference call to review nominations and select alumni based on the award criteria. The meetings will be held in the morning (SK time) to accommodate any members of the AOI selection committee who reside outside of the province.
- The AOI selection committee will conduct meetings via teleconference (60-90 minutes in total).
- Quorum – 50%+1 of the selection committee.
- Agendas and any reference/reading material will be circulated at least 3 business days prior to the teleconference.
- Decision process-voting-modified nominal process. For voting purposes, quorum is required. A second review process will be initiated if there are nominees that are not unanimously selected.

### Next Steps...

Once the College of Pharmacy and Nutrition's list of *Centennial Alumni of Influence* is determined, the Communications and Alumni Relations Officer will ensure that appropriate approvals and consents with respect to the utilization of the list for use by the College are in place.

The College of Pharmacy and Nutrition will maintain control of the list and its use for promotion and marketing purposes in 2013-14 and beyond.



## Appendix 1

### Selection criteria

The Award Recipient must be an undergraduate or graduate alumnus/alumna of the School of Pharmacy, College of Pharmacy, or College of Pharmacy and Nutrition. The selection criteria are as follows; please note that not all the selection criteria will necessarily apply to a nominee:

- Achieved distinction in their chosen field;
- Made an outstanding contribution in pharmacy or nutrition, which has not necessarily received public acclaim;
- Outstanding leadership (local, national and international);
- Excellence in research, academia and leadership;
- Excellence in professional practice through the improvement of patient care, community pharmacy, hospital pharmacy, private-practice dietetics, hospital dietetics, etc.;
- Dedication to the profession, including mentorship, modelling, or facilitating others' excellence in patient care;
- Service to the community at home or abroad that has made a difference to the wellbeing of others.

Nominators are encouraged to think broadly regarding what nominees may have done to influence others, such as business, political services, philanthropy, etc.



## **Appendix 2**

Ranking system for nominations - TBD