**CAFP AWARDS COMMITTEE**

**PURPOSE:**

The CAFP Awards Committee’s duties shall be to

Solicit nominations from the membership for the Family Physician, Teacher, and Resident of the Year awards.

**HOW COMMITTEE MEMBERS ARE CHOSEN:**

The Committee members are past award winners.

**HOW COMMITTEE CHAIR IS CHOSEN:**

The PAST Chair of the Board shall chair the awards committee.

There is no co-chair.

**CURRENT PROJECTS:**

Emails blasts are sent to all CAFP members soliciting nominations for FP, Teacher, and Resident of the Year awards beginning in September with a deadline of Dec. 1.

Nomination information including nominations form, CV, and letters of recommendation received are then compiled with a cover sheet of nominees in each category.

**MEETING FREQUENCY, DURATION, AND MODE:**

The Awards Committee is sent the score sheet which should be completed and emailed back to the CEO by Dec. 31.

The Awards Committee then meets by conference call during the first week of January to choose the winners.

**STAFFED BY:**

The Awards Committee is staffed by the CEO.

**HOW COMMITTEE WORK IS REPORTED TO THE BOARD:**

The PAST Chair of the Board will report the vote results via email to the board or at the next board meeting.