



CANADIAN
MUSEUMS
ASSOCIATION

ASSOCIATION
DES MUSÉES
CANADIENS

Awards and Bursaries Sub-Committee

Terms of Reference

Approved CMA Board of Directors January 31, 2024

The **Awards and Bursaries Sub-Committee** is tasked with reviewing the awards and bursaries deliverables of the CMA (including the review of categories, criteria and processes within the CMA bursaries, the CMA Awards and the Governor General's History Award for Excellence in Museums) and making recommendations to management to increase the inclusivity of the awards and bursaries to the CMA and its members.

The committee is expected to meet virtually two to three times per year, driven likely by the Awards and Bursaries timelines with the term completed by December 31, 2025.

Service on the committee is non-remunerative, and no travel is anticipated, but any travel or other expenditure would be reimbursed in accordance with CMA policies.

The operating language of the committee will be English.

The Committee is expected to review and discuss information from the Senior Manager, Membership.

The Awards and Bursaries Sub-Committee shall:

- Review these Terms of Reference;
- Review the Awards and Bursaries timelines;
- Suggest ways in which the program and categories can be improved;
- Receive and review recommendations from staff or from Members on potential improvements to the Awards and Bursaries program;
- Keep the deliberations of the Awards and Bursaries Sub-Committee confidential; and,
- Maintain minutes of all meetings and provide a written report to the CMA Board of Directors when needed.

The Awards and Bursaries Sub-Committee will be comprised of:

- One (1) member of the current CMA Board of Directors to act as Committee Chair; and,
- One (1) member of the current Fellows; and,
- One (1) member of the current PTMAs; and,
- Three (3) CMA members with knowledge and experience with Awards and Bursaries.
- The current Executive Director is invited as an ex-officio committee member.

Staff Support

- Fiona Thistle, Senior Manager, Membership, will act as staff support for the committee.
- The CMA will provide administrative support to the committee, including scheduling, agenda development and minute taking as required.