



IABC Canada Awards Committee

Terms of Reference

1. Mandate & Scope

The IABC Canada Awards Committee provides strategic direction, governance, and oversight for the Silver Leaf Awards, Canada’s premier recognition program for business communicators. The committee ensures the program aligns with the IABC Gold Quill Awards and supports Canadian chapters in managing local awards programs.

This committee is a joint initiative of the IABC Canada West Region (CWR) and the IABC Canada East Region (CER). It is a liaison between the IABC International Awards Committee and Canadian Chapter Awards Directors.

2. Committee Leadership & Structure

The committee is overseen by the Directors of National Awards & Recognition from IABC Canada West and IABC Canada East.

Committee Composition & Roles:

Role	Responsibilities	Term
Awards Committee Chair	<ul style="list-style-type: none"> - Provide strategic leadership and governance. - Act as a liaison to the IABC International Awards Committee. - Ensure alignment between Silver Leaf and Gold Quill Awards. - Guide the committee’s work and oversee program execution. - Manage the budget and financial records of the Silver Leaf Awards program. - Report to regional National Awards & Recognition Directors and CWR/CER boards. - <i>May be a co-chair role held by the Directors of National Awards & Recognition from IABC Canada West & Canada East.</i> 	1 year <i>(renewable)</i>
Awards System Administrator	<ul style="list-style-type: none"> - Manages OpenWater awards platform (system setup, troubleshooting, and fee structure). - Oversees submission processes (evaluator assignments, results reporting). - Trains the Technology & Operations Lead to take over in Year 2. 	2 years <i>(Year 2 of transition role)</i>
Technology & Operations Lead <i>(Successor to System Administrator)</i>	<ul style="list-style-type: none"> - Shadows and supports the System Administrator while learning OpenWater. - Assists with setup, troubleshooting, and evaluator assignments. - Monitors IABC Silver Leaf inbox and notifies entrants of results. - Prepares to transition into the System Administrator role in Year 2. 	2 years <i>(Year 1 of transition role)</i>
Evaluator Liaison	<ul style="list-style-type: none"> - Recruits, trains, and manages judges for the Silver Leaf Awards. - Ensures all evaluators meet IABC’s required standards, including evaluator training. - Assigns judges to entries and manages evaluator inquiries. - Coordinates Blue Ribbon Panel events - Coordinates with the Committee Chair, Awards System Administrator, and Technology & Operations Lead to manage the reassignment of entries and track the completion of each evaluator’s assigned entries. 	1 year <i>(renewable)</i>

	<ul style="list-style-type: none"> - Conducts the reconciliation audit if no Reconciliation Coordinator is recruited. 	
Audit and Reconciliation Coordinators <i>(2 positions)</i>	<ul style="list-style-type: none"> - Conducts final reconciliation audit to verify winners and resolve discrepancies. - Ensures evaluation results are accurate, fair, and aligned with IABC standards. - Works closely with the Evaluator Liaison to resolve inconsistencies and communicate any discrepancies discovered during the audit. 	1 year <i>(renewable)</i>
Communications & Outreach Lead	<ul style="list-style-type: none"> - Develops and executes communications strategy for the Silver Leaf Awards. - Updates website content and award guides. - Coordinates with Awards Committee Chair and National Programs Directors to review and ensure that Call for Entries is current and updated. - Creates and distributes promotional materials (social media, press releases, etc.). - Engages with Canadian IABC chapters to promote participation and recognition. 	1 year <i>(renewable)</i>
Regional Representatives <i>(min. 2 positions, 1 from each region)</i>	<ul style="list-style-type: none"> - Act as a liaison between the committee and local chapters. - Encourage and support chapter participation in the Silver Leaf Awards. - Oversee awards fulfillment (ordering trophies/plaques, managing payments and deliveries). - Coordinate winner recognition efforts (virtual gala, local chapter celebrations). - Facilitate cross-promotion between national, international and chapter awards programs. - Encourage entrants in local programs to continue to participate in national and international awards programs. 	1 year <i>(renewable)</i>

3. Roles & Responsibilities

a. Policy & Standards Development

- Provide input to IABC Canada regional boards on policies and standards related to awards governance.
- Ensure the Silver Leaf Awards align with the IABC Gold Quill Awards.
- Maintain program integrity, fairness, and best practices.

b. Evaluator Selection & Approval

- Recruit and approve Blue Ribbon Panel Chairs and evaluators.
- Oversee training and assignment of evaluators.
- Conduct quality control audits on evaluations.

c. Conflict of Interest Management

- Enforce IABC's conflict of interest policies.
- Ensure committee members do not submit entries while serving.
- Manage evaluator reassignments for conflicts of interest.

d. Promotion & Engagement

- Develop and execute a communications strategy to promote the Silver Leaf Awards.
- Engage Canadian chapters and regional leaders to support program awareness.
- Provide training and resources to help entrants improve submission quality.

e. Awards Administration & Technology Support

- Manage the award entry system (OpenWater), ensuring proper setup and tracking.
- Provide technical support for evaluators and applicants.
- Assist in troubleshooting and ensuring platform efficiency.

4. Governance & Reporting

- The Co-Chairs report quarterly to the IABC Canada West and IABC Canada East regional boards.
- The committee collaborates with chapter awards directors to support local award programs.
- Strategic changes or major program updates require regional board approval.

5. Meetings & Time Commitment

Committee Meetings

- **Monthly virtual meetings (~1–2 hours per month) for all committee members.**
- Additional meetings may be required for **role-specific tasks** during peak periods.

Estimated Time Commitments by Role:

Role	Time Commitment	Peak Timelines
Awards Committee Chair	2–3 hours per week	March to November
Awards System Administrator	1–2 hours per week	April to November
Technology & Operations Lead	1–2 hours per week	April to November
Evaluator Liaison	1–2 hours per week 5 hours per week	April to August September to October
Audit & Reconciliation Coordinator <i>(2 positions)</i>	5 hours per week	September to October
Communications & Outreach Lead	4–5 hours per month	April to November
Regional Representatives <i>(min. 2 positions, 1 from each region)</i>	1–2 hours per week	April to July, September to October

6. Succession Planning & Future Growth

- The staggered leadership terms for Co-Chairs are a recommendation for the IABC Canada regional boards to ensure continuity and mentorship in overseeing national awards.
- The Awards System Administrator role is a two-year term, with the Technology & Operations Lead serving a one-year succession term before stepping into the administrator role.

7. Review & Amendments

- These Terms of Reference will be reviewed annually.
- Both regional boards must approve amendments.

Approved:

 Date: March 18, 2025