

Terms of reference

Awards of Excellence and Pru Pratten Memorial Lifetime Achievement Award Judging Panel

Purpose

The role of the Australasian Sonographers Association Awards of Excellence Judging Panel is to:

- Review the nominations for all the Awards of Excellence and Pru Pratten Memorial Achievement Award
- Assess the material uploaded to the portal by the Events Manager, as presented by the nominee
- Apply the established criteria to determine all finalists and winners in a credible process that ensures results are above censure
- Review and make recommendations regarding the Awards and judging criteria

Eligibility

Panel members cannot be nominated, cannot nominate, and must meet the following criteria:

- Have a solid understanding of the sonography profession
- Have been a financial member of the ASA for a minimum of 3 years (continuously)
- Be available for either a 2 or 3 year tenure with the opportunity to extend (at the CEO's discretion)
- Be available to participate in judging from February to May each year

Structure

- The Judging Panel is formed to determine winners of the ASA Awards of Excellence and the Pru Pratten Memorial Lifetime Achievement Award
- The panel is to consist of between 6-10 people with 3 members to assess each nomination
- The Panel reports to the ASA CEO with the CEO having overall responsibility for the awards and all decision relating to the panel including without limitations its combination membership and operation.
- Expressions of Interest are communicated to members, including the selection criteria as required
- Panel members must be approved by the Board and are allocated either a 2 or 3-year tenure with the opportunity to extend (at the Board's discretion)
- The panel members should read the ASA Awards of Excellence and Pru Pratten Memorial Lifetime Achievement Award Handbook

Reporting

- The Panel reports directly to the CEO
- Decisions relating to the awards approved by the Board of Directors will be communicated to the panel via the CEO.
- The Panel is empowered to make recommendations to the Board.

Decision Making

- 3 members will assess each nomination for the Awards of Excellence based on the judging criteria
- All panel members will assess the Pru Pratten Memorial Lifetime Achievement Award
- The panel will make the final decision on the award recipients by simple majority
- If the panel is unable to make a decision on a winner, the CEO and panel will be asked to decide a winner.

- If the panel is unable to make a decision on a winner for the Pru Pratten Lifetime Achievement Award, the Events Manager will organise an online meeting with the ASA Board of Directors who will make a final decision on the winner.
- The Panel does not have the authority to enter into contracts or agreements independently

Conflict of interest

- Panel members must declare any conflict of interest with any nominee before judging commences.
- The panel by consensus will determine if the panel member is required to abstain from voting

Meeting frequency

- The panel will meet by online meetings prior to the winners being selected

Confidentiality

- All members of the panel will be required to sign a confidentiality agreement upon commencement on the Panel.
- The information from nominators and/or nominees is provided in confidence, and hence all participants in the judging process must preserve the confidentiality
- All panel members identities will remain confidential
- Panel members must remain confidential and not disclose their position on the panel