

# KEITH G. COLLINS MEMORIAL AWARD NOMINATION FORM

## *“CONFIDENTIAL”*

Nominations must be received by March 31, 2019

*Important: Please ensure Nominee is NOT advised of their nomination.*

Keith G. Collins FCIRP, served as the President of CAIRP (then known as the Canadian Insolvency Association), from 1980 - 1981. He died in 2006 at the age of 71. Keith was a gentleman and a professional. He was respected within the profession and the community for his integrity, courtesy and commitment. Both the Canadian Association of Insolvency and Restructuring Professionals and the Institute of Chartered Accountants recognized his contributions by awarding him fellowships, their highest honour.

Keith was a role model. CAIRP wishes to recognize and remember Keith as an example whom others in the profession, or aspiring to join the profession, should emulate. To that end, CAIRP has created the Keith G. Collins Memorial Award. This award will be presented periodically to members of the Association who have held their CIRP for a minimum of 5 years and are advancing their careers in insolvency and restructuring. Worthy recipients exemplify the high level of integrity, courtesy and commitment that Keith G. Collins exhibited throughout his career.

### **PART 1 - AWARD CRITERIA**

Nominees for the award must be a member in good standing who has exhibited the following characteristics:

- Integrity
- Courtesy
- Professionalism
- Respected by their peers
- Respectful of others
- Unpretentious
- Committed to the profession
- Willingness to share knowledge
- Community service

Please note: Fellows of CAIRP are not eligible to receive the Keith G. Collins Memorial Award.

### **PART 2 - NOMINEE CONSIDERATION**

The nominator must demonstrate that the nominee has satisfied the criteria outlined in Part 1 of this form. Every effort must be made by the nominator to provide **full background information** on the nominee together with reasons why he/she should be considered for the award.

To ensure all information germane to the process has been gathered, the nominator and/or seconder should consider contacting, on a **confidential basis**, the nominee's business associates, assistant or other sources.

The CAIRP President and Chief Executive Officer shall review for completeness each nomination form prior to its submission to the Honours and Awards Nominating Committee.

The Honours and Awards Nominating Committee will meet to discuss all nominations and may contact the nominator for clarification/additional information as needed.

Nominations that meet with the approval of the Honours and Awards Nominating Committee will be forwarded with recommendation for ratification to CAIRP's Board of Directors.

# HONOURS AND AWARDS NOMINATING COMMITTEE (HANC)

## GUIDELINES

### 1. ANNUAL PROCESS

- i. Publicize the award recipients following the Annual Conference in the fall CAIRP Newsletter and the Rebuilding Success magazine.
- ii. Promote the awards and nomination process/deadlines to the CAIRP membership i.e. January CAIRP Newsletter, Annual Conference, Marking Centre, CAIRP & Provincial Boards, Rebuilding Success (if space is available).
- iii. Send timely email reminders to all members re: award nominations and deadlines.
- iv. CAIRP staff will collect all nominations and acknowledge receipt.
- v. The President and Chief Executive Officer of the Association will review each nomination form prior to its submission to the Honours and Awards Nominating Committee. The President will delete information known to be in error and add information he knows to have been omitted. The President and Chief Operating Officer shall inform the nominator and the committee of any amendments to the nomination form.
- vi. Schedule HANC meeting(s) to review and assess each nomination.
- vii. Forward HANC's recommended nominations to the Board for their consideration and approval.
- viii. President seeks the Board's resolution for HANC's list recommended nominees.
- ix. Chair will Inform award recipients of their award as soon as possible, but no later than June 30<sup>th</sup>.
- x. Chair makes announcement of the awards (and presents to attending recipients) at the Annual Conference.
- xi. For recipients who do not attend the Annual Conference, arrangements will be made to present their award at another CAIRP event the recipient attends.

### 2. NOMINATION FILES TO THE BOARD

- i. Staff will prepare and email to the Board separate files for each Fellowship, Keith G. Collins Memorial, and New Member Merit award nomination. The file will include the original application with the nominator's name deleted, together with any explanatory notes from the President.
- ii. Instructions for the Board will be developed and maintained. The instructions will include information on the nomination process, the voting procedure, the percentage of votes needed to ratify the nomination, and what to do if a Board member has a significant concern with a nomination.
- iii. The email may include a message from the HANC Chair, providing the Board with any additional information they may need to consider and support the nominations.

### **3. ROLE OF HANC CHAIR:**

- i. Chair all meetings of the Honours and Awards Nominating Committee.
- ii. Approves message that accompanies the nomination files sent to the Board.
- iii. Acts as a first contact for Board members who may have concerns regarding a nomination; contact may be by email or telephone call. Where the Chair is not readily available, the President may be contacted.
- iv. In the event a Board member raises a concern regarding a nomination, the Chair will advise and discuss the concern with the President. A decision will then be made as to whether the HANC Committee needs to be informed and whether a meeting of the Committee is required. A decision will be made to either maintain or withdraw the nomination.
- v. The Chair will inform the Board if a nomination must be withdrawn. The reasons for withdrawal will be kept confidential from the Board of Directors with the exception of the President and staff liaison to the HANC Committee. If the decision is to stand by the nomination, the only follow-up will be with the Board member who reported the concern.
- vi. Once the Board ratifies the nominations, the Chair will advise the nominators by mail or email and inform and congratulate the award recipients by telephone.

### **4. VOTING PROCEDURES**

#### **For the Committee:**

- i. The quorum for any decision-making meeting of HANC will be 50% of the Committee members. Nominations forwarded for Board approval must be supported by at least 2/3 majority of the Committee members in attendance at the meeting.
- ii. The Committee will meet to carefully review and assess the suitability of all nominations submitted and received.
- iii. A motion must be raised to approve or reject each individual nomination and the outcomes will be recorded in the minutes.
- iv. The names of any rejected nominees will not be forwarded to the Board.
- v. The Outstanding Volunteer Award recipients will be determined by HANC.

#### **For the Board:**

- i. The Board will be asked to consider and vote with respect to the nomination recommended by HANC for the Fellowship, Keith G. Collins Memorial, and New Member Merit Awards.
- ii. Each Board member will vote separately and submit their vote by reply email within the prescribed timeline.
- iii. Each ballot must receive a 2/3 majority approval in order to be ratified.
- iv. The staff liaison will collect and count all votes for each award, and in discussion with the President, determine if ratification has been achieved.
- v. Staff will inform the HANC Chair of the results.

- vi. The HANC Chair will inform the HANC committee and the President will inform the Board of the results.

## **5. CONFIDENTIALITY AND RETENTION**

- i. Names of all nominators are to be kept confidential by members of the HANC and retained, along with any nomination form, in the Committee members file.
- ii. Reasons for withdrawal of a nomination will be kept confidential from the Board of Directors, with the exception of the President and staff liaison to the HANC Committee.