



# The Paramedic Association of New Brunswick

## L'Association des paramédics du Nouveau-Brunswick

### Terms of Reference

#### Purpose

The Honours and Awards Committee is responsible for the recommending and/or awarding of National, Provincial and Association EMS and Paramedic awards and scholarships. The Committee provides a standardized process for the awarding and tracking of awards and scholarships for the Association.

#### Priorities

- **Recognize** EMS professionals for their outstanding work and dedication.
- **Promote** participation in the EMS professional advancement and Public Relations events.
- **Encourage** Paramedic participation in the recognition process.

#### Membership

The Committee will be chaired by one PANB Director. In addition to the Chair, membership will consist of two (2) representatives for the public at large and/or other Paramedic Employers; the PANB board; Ambulance New Brunswick; and any other representative as the board may, from time to time, approve.

The term for each member shall be two (2) years and is renewable with the approval of the Board of Directors of the Association.

The Awards Committee is appointed to provide voluntary professional input to the Awards Program's direction and development. The staff of the Association is responsible to the Board of Directors of the Association for all management issues of the Awards program.

#### Meetings

Meetings will be called by the Chair on an as needed basis to accomplish the purpose of the Committee.

#### Achievement

The achievement of the Honours and Awards Committee is to recognize EMS personnel for their dedication and outstanding achievements in the EMS industry, and to encourage further advancement of the EMS profession.

#### Recommend for

Governor General Exemplary Service Medals  
Awards of Valor  
Life Saving Awards  
Bravery Awards  
Others as implemented

#### Award

PANB Long Term Service  
Recognition  
Contribution to Community Award  
Contribution to Paramedicine Award  
Public Medical Assistance Recognition  
Others as implemented

### **Recommendation for Withdrawal or Withdrawal of Recognitions**

Upon becoming aware of conviction of a member of an offence, in a Court of Law or by Disciplinary committee, that discredits the professional conduct of a member or the Paramedic profession, the committee will review the facts related to the conviction. If the member has received the EMS Exemplary Service Medal, and if deemed appropriate by the committee, advise the EMS Exemplary Service Medal Advisory committee of the conviction and the facts. If the member has received other recognition from PANB, and if deemed appropriate by the committee, the committee will recommend to the Board of Directors that the award/awards be rescinded.

### **Communication**

Activities of the Committee will be reported to the PANB Board of Directors at regular scheduled meetings and annually to the general membership, Paramedic employers, and the public (Press Release).

### **Review**

Terms of Reference are to be reviewed annually. Awards can be added or removed as determined by Majority vote of PANB Directors as a regular Board meeting.

### **Authority and Resources**

Program resources (budget, staff time, etc.) are approved by the Board of Directors. Within these established parameters, the Awards Committee has the authority to increase program expenditures only if they have confirmed offsetting additional revenue. All efforts to obtain additional revenue are to be coordinated with the staff to avoid any conflicts amongst the program streams.

The administrative expenses of the Awards Committee shall be remunerated at cost.

*Adapted from SEMSA Professional Recognition Committee Terms of Reference*