

Subcommittee Charter

Awards Subcommittee
Under the Membership Committee
2026

Purpose

The Awards Subcommittee oversees ISOQOL's member awards and Annual Conference competition awards. The subcommittee selects member award winners, recommends judges for competitions at the Annual Conference, and promotes the importance of the awards. They may also establish new awards or competitions, and review and improve the awards and competition program.

Scope of Work

- Donna Lamping Emerging Leader Award
- Outstanding Volunteer Service Award
- Dennis Revicki Memorial Award
- Outstanding Poster Award
- New Investigator and Student Poster Awards
- New Investigator and Student Oral Awards

Subcommittee Composition

The subcommittee leadership team will consist of one chair. The ideal chair is a current or former member of the Membership Committee.

Subcommittee members should represent a diverse cross-section of ISOQOL membership and be ISOQOL members of 2+ years.

Ideal subcommittee size: 4 members + chair

Subcommittee members may include:

- Previous Award Winners
- Former and Current Board Members
- ACPP members
- Past, current, and incoming Annual Conference Co-Chairs
- Former SIG leaders
- Membership Committee members

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Term

Subcommittee members will serve two-year terms and may renew up to three terms with Membership Committee approval.

Conflict of Interest and Confidentiality

Subcommittee members shall consider the specific discussions related to award nominees/applicants to be confidential. Subcommittee members are prohibited from disclosing any nominee/applicant outside of specific ISOQOL committees/leadership groups (e.g., subcommittee, Membership Committee or Board of Directors).

The affairs and decisions of the subcommittee shall be conducted and made in a fair and impartial manner. A conflict of interest may arise when a subcommittee member has financial, professional, personal, or reciprocal relationships that are likely to or directly compromise their ability to make an impartial judgement for ISOQOL. In this case, subcommittee members will recuse themselves from awards selection discussions and decisions.

Subcommittee members must adhere to any conflict-of-interest guidelines for the Awards Subcommittee. Members of the Membership Committee or ISOQOL Leadership may serve as alternates on the subcommittee as needed.

Responsibilities

- Select award winners for the Donna Lamping Emerging Leader Award, Outstanding Volunteer Service Award and Dennis Revicki Memorial Award
- Put forward names for competition judges at the Annual Conference
- Review and improve the awards program and establish new awards or competitions as needed
- The chair is responsible for reporting to the Membership Committee on the subcommittee's work

Sample Subcommittee Calendar

2026

Commitment: ~5 hours of independent work + 4-5 hours of scheduled calls

Calls:

- 1 orientation call

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- 1 selection call for member award and Dennis Revicki Memorial Award winners
- 1 brainstorming call for Annual Conference involvement, competition awards, and 2027 subcommittee goals
- 1 post-conference debrief and Dennis Revicki Memorial Award winner selection call

2026 Goals

- Select member award winners for 2026
- Evaluate the member awards selection process to implement improvements for 2027
- Recruit judges for the 2026 Annual Conference competition awards
- Optional: Evaluate judging guidelines to implement improvements for 2027
- Select winners for the Dennis Revicki Memorial Award
- Discuss members for the subcommittee for following years

2027 Goals

- Select member award winners for 2027
- If applicable, evaluate the effectiveness of changes to the awards selection process
- Recruit judges for the 2027 Annual Conference competition awards
- Select winners for the Dennis Revicki Memorial Award
- Establish strategies to promote the importance of the awards program and increase visibility
- Discuss and/or establish new awards