

ISTS CAREER AWARDS COMMITTEE: TERMS OF REFERENCE

The Career Awards Committee nominee should have attended at least 5 Symposia over the past 10 years and should have demonstrated knowledge of the fields of both sea turtle biology and conservation.

The Career Awards Committee (CAC) shall:

- Assess candidates for the ISTS Lifetime Achievement Award, ISTS Champions Award, and The Ed Drane Award for Volunteerism.
- Serve a 3-year term, which begins on the 1st of May during the year they are elected.
- At least three months prior to the end of the upcoming awards nomination period, send the Membership a list of the potential awards and the necessary information for proposing nominees.
- Solicit and receive nominations for awards from the Membership.
- As a committee, review every nomination for an award to ensure that it includes all the necessary information.
- Through a transparent process, assess and rank eligible nominations using the relevant criteria (if any) for an award; if necessary, the CAC may also seek confidential, independent referee reports.
- Submit to the BoD for approval, at least two months before the symposium:
 - a list of all eligible award nominations submitted by the Membership, together with supporting information for each nomination, and justification. If there are more than 2 eligible LAA nominations, the Committee will provide a justified ranking of the nominations according to the criteria for the Award.
 - a list of all ineligible award nominations submitted by the Membership, together with supporting information for each nomination, and justification.
- The lists provided by the CAC will serve as their recommendation for the Awards. The BoD will consider the CAC's recommendations and approve the final awards. The BoD may request that certain nominations be reevaluated if further justification is required.
- Keep detailed records of all nominations and committee deliberations each year to facilitate ongoing institutional memory and provide this information to the Secretary.
- Present a report to the BoD at the Symposium Board meeting. In the event that the CAC Chair is not able to attend a Symposium to present the Committee's report, the

Chair will appoint a member of the committee to represent them. If no committee member can attend then the Chair will provide a written report to the Secretary at least 30 days prior to the Annual Symposium.

- Print the certificates and prepare the plaques to be presented to the awardees in coordination with the Treasurer, and organize the presentation of the awards at the Symposium in collaboration with the President.
- Abide by the Society's Constitution and By-laws as well as the present Terms of Reference.
- The CAC must respect confidential discussions amongst members of the CAC and the BoD.
- All members of the CAC should maintain their ISTS active member status by paying their annual membership fees for the duration of their term.