

Mandate of the Committee

The Member Recognition Committee works in collaboration with CPHR Alberta's Stakeholder Engagement Team to support the delivery, promotion, adjudication, and continuous improvement of the Annual Member Recognition Program.

- Recognition areas include:
 - Spotlight: Individual HR Excellence
 - Spotlight: Team HR Excellence
 - Spotlight: HR Champion

Reporting Relationship

The Member Recognition Committee maintains regular communication with the Coordinator, Programs & Events through scheduled conference calls, virtual meetings, email, and phone calls as needed. The coordinator acts as the primary staff liaison by attending committee meetings and ensures that other members of the Stakeholder Engagement team are kept informed of the Committee's progress, activities, and initiatives.

CPHR Alberta Staff Responsibilities

- Collaborate closely with the Committee to ensure timely information sharing, alignment with timelines, and effective coordination of the committee's responsibilities.
- Support the development and implementation of new initiatives that enhance member and volunteer recognition.
- Manage all program-related communications.
- Provide information and guidance to the committee on operational issues, strategic planning, budget and financial constraints, and other internal operations.
- Conduct debrief sessions with committee members at the conclusion of the Annual Member Recognition Gala and member/volunteer recognition activity to review outcomes and identify opportunities for improvement.
- Manage all administrative work regarding nominations.
- Respond to inquiries related to the Annual Member Recognition Program and Gala, offering guidance and information as needed.

Committee Structure

The committee will consist of a maximum of ten (10) CPHR Alberta members. All members will assist with the nomination adjudication.

Responsibilities

Committee members are expected to:

- Participate in the adjudication of nominations for the Annual Member Recognition Program in accordance with established recognition criteria, scoring guidelines, and selection processes.
- Provide strategic input and recommendations to support the ongoing development, enhancement, and delivery of the Member Recognition Program and initiatives.
- Foster a culture of recognition that strengthens member and volunteer connection to CPHR Alberta.
- Review nomination submissions and consult with the Coordinator, Programs & Events when additional information or clarification is required.
- Identify opportunities to improve recognition categories, nomination forms, adjudication processes, and recognition initiatives.
- Provide feedback and recommendations following the Annual Member Recognition Gala to support continuous improvement.
- Contribute ideas and strategies to enhance the effectiveness and visibility of the Member Recognition Program.
- Collaborate with fellow committee members, the Coordinator, Programs & Events, and other members of the Stakeholder Engagement Team to support committee objectives.
- Participate in committee meetings and maintain regular communication with committee members and CPHR Alberta staff via email and virtual platforms.
- Be available to meet virtually (e.g., MS Teams, Zoom) as required and contribute actively to committee activities.
- Support recognition initiatives and recommendations that align with CPHR Alberta's mission and strategic priorities.
- Recruit and solicit nominations for recognition categories (through cold calling, emailing, social media, personal networks, etc.).
- Promote the Annual Member Recognition Program and Gala within the HR community and contribute ideas to increase awareness, engagement, and nominations.
- Work with the social media committee member(s), when required.

Guidelines for Nominations:

- Current CPHR Alberta Board members are not eligible to receive recognition, however a team that falls under or is from their organization would be eligible.
- Committee members will not participate in the selection process if there is a conflict of interest with a nominee.
- Recognition recipients will be selected using criteria based on the award description and established grading scale.
- Selections will be made by the Member Recognition Committee in consultation with members of the Stakeholder Engagement Team (i.e. Coordinator, Programs & Events; Manager, Programs & Events; Director, Stakeholder Engagement).

Membership Qualifications

- Must be an active member of CPHR Alberta. Preference will be given to Chartered members and FCPHRs.
- Representation from diverse geographical regions across Alberta (e.g. Northern, Central & Southern Alberta).

Time Commitment

Meet as needed via conference call over the noon hour between November and April. Additional time will be involved during the evaluation process (December & January), attend the Member Recognition Gala (April, preferred).

Length of term: One-year term for members of the Committee with a possible extension up to 12 months.

CPD Log Credit: Up to 20 points per year towards continuing professional development.

Budgetary Authority

Accountability and oversight for the budget(s) allocated to Awards & Recognition will be the responsibility of the Coordinator, Programs & Events who will advise the Committee of any financial constraints or concerns, when required.