

## Terms of Reference

### **COS Lifetime Achievement Award**

#### Purpose:

The Canadian Ophthalmological Society (COS) introduced the Lifetime Achievement Award in 2006 to honour members who have made significant contributions to eye and vision care during their lifelong career in medicine. Nominees must be current and active COS members who have made a significant impact on the profession sustained over their active career (this impact may have been in patient care, education, research and innovation or a combination). Recipients of this award have also been strong and positive role models in the community and exemplary mentors and educators. Individuals considered for this award must have completed the active phase of their career with patient care, research and education currently occupying less than one day per week on average.

#### Timing:

Each year in August the COS invites nominations for the Lifetime Achievement Award. Nomination closes on October 10, 2025. The recipient of the Award will receive their certificate at the COS Annual meeting and Exhibition the following year.

#### Selection of Recipient:

The Board must select a preferred nominee based on the award criteria and the documentation provided in the nomination package. In cases where there is more than one deserving nominee, which is often the case, the Board will decide which nomination offers the most compelling case. The Board is also responsible for regularly assessing the awards program and criteria and making recommendations regarding program enhancements when required. Criteria and process for the nominations and award are outlined in Appendix A. Additional selection criteria for the Board is included in Appendix B. Timetable of tasks required are in Appendix C.

**Quorum and Voting:** A minimum of three Board members will comprise a quorum. The preferred nominee for the award is selected by majority vote of the board members in attendance at the meeting. The Board Chair will cast the deciding vote only if required in the event of a tie.

#### Announcement:

The winner of the Lifetime Achievement Award will be notified of the award by the President of the Board by phone, and a formal letter, signed by the President will be sent following that conversation. The winner will be presented with a certificate and award at the COS Annual Meeting and Exhibition, normally during the kickoff Current Concepts session. In the event of government mandate for a virtual event, the certificate will be presented virtually, and the certificate will be mailed to the winner.

#### Process:

The COS will accept one nomination, with a maximum of 3 supporting references for each nominee. If you are planning to nominate someone, please reach out to the COS Governance Coordinator ([kcooke@cos-sco.ca](mailto:kcooke@cos-sco.ca)) to let her know. If someone else has already indicated their intention to nominate the same person, the Governance Coordinator will link the two nominators.

## APPENDIX A – Criteria and Process for Nominations

1. Nominators must be a member of Canadian Ophthalmological Society (COS) in good standing. Self-nominations are ineligible.

2. Members are eligible for nominations if they are a member of COS, are working at 20% of full clinical practice or less, have not previously been nominated, and fall into one of the following membership categories\* (see membership definitions):

- Full members
- Life members
- Retired members
- Members on Leave \*Nominators can contact COS to confirm the membership category of their nominee if needed.

3. Nominations must include the required documentation consisting of:

- The completed nomination form whether by online survey or other format, as determined by the COS
- Nominations may be accompanied by up to 3 additional supporting references which must accompany the application form.
- Includes the first and last name of the nominee;
- The first name, last name, telephone number and email address of the nominator,
- A detailed description outlining how:
  - the nominee has made an impact nationally and internationally on the growth of the profession; and/or
  - the nominee has maintained the highest standards of patient care in their practice; and/or
  - the nominee has been a positive role model in the community and an exemplary mentor or educator.
- Posthumous nominations will be accepted within one year after the members' passing.
- Receipt of each complete application will be acknowledged within 5 days of receipt.
- Direct communication with Board members to advance a nomination is not appropriate and therefore prohibited. All questions must be directed to the Governance Coordinator.
- All nominators will be notified of the outcome following the decision-making process.

4. A nominee who is not chosen to receive the Lifetime Achievement Award will remain in consideration for 2 additional years

5. Any active member of the Canadian Ophthalmological Society Board of Directors is not eligible for nomination to the COS Lifetime Achievement Award.

6. Canadian Ophthalmological Society is under no obligation to present the awards annually. Awards will be granted only if suitable nominations have been received.

7. A nominee must agree to allow his/her name to stand for nomination.

8. A nominee is not eligible to receive this award more than once.

A list of past award recipients can be found on the [COS website](#).

## APPENDIX B – Selection Criteria

Some additional determinants that may help the Board distinguish between the nominees:

LAA Evaluation	Weighting	1	2	3
<b>Impact nationally and/or internationally on the growth of the profession (consider lasting contribution, awards received, development of innovative techniques, participation nationally or internationally in conferences/symposiums)</b>	5.0	Considerable Impact to profession nationally and internationally	Outstanding Impact to profession nationally and internationally	Lasting or unique impact to profession nationally and internationally
<b>Maintenance of the highest standards of patient care in their practice (consider impact on patients quality of life, significant difference)</b>	5.0	High standard of patient care	Outstanding standard of patient care	Exceptional standard of patient care
<b>Been a positive role model in the community. and an exemplary mentor and educator. (consider wisdom and depth, teaching positions held, publications, awards, other recognition, leadership, over a period of time)</b>	5.0	Positive role model in community and an exemplary mentor and educator	Outstanding positive role model in community and exemplary mentor and educator	Exceptional positive role model in community and exemplary mentor and educator