

INVESTMENT CASTING INSTITUTE

HONORS AND AWARDS COMMITTEE CHARTER

1. Composition. The Committee shall consist of A Chair and a Staff member who shall participate on each and every sub-committee, comprised as follows:
 - a. Casting Contest Sub-Committee: Shall be comprised by the Executive Director and the Chair of the Technical Committee, the latter serving as the Sub-Committee Chair.
 - b. Intern Scholarship Sub-Committee: Shall be comprised by the Executive Director, the Chair of the Education Committee and the Academic Advisor, the Academic Advisor serving as the Sub-Committee Chair.
 - c. Innovator of the Year Committee: Shall be comprised by the Chair of the Technical Committee, one or more additional members, and the President, the President serving as the Sub-Committee Chair.
 - d. Honorary Member Committee: Per the By Laws, is comprised by the Board of Directors.
 - e. Hall of Honor Committee: Shall be comprised by the Chair of the Membership Committee, the Chair of the Education Committee, the executive Director and one or more additional members. Sub-Committee Chair annually rotates.

2. Key Responsibilities. The key responsibilities of the Honors and Awards Committee is as follows:
 - a. Organize and oversee established honors and awards programs to include organizing, standardizing and documenting honors and awards selection criteria.
 - b. Maintain, enhance and as needed establish policies, procedures and documentation associated with new and existing honors and awards programs of the ICI.
 - c. Review, reassess and (as necessary) update this Charter at least annually.
 - d. Ensure the timely publication of the calendar annually to ensure timely administration of established honors and awards programs.
 - e. Ensure maintenance of adequate number of Sub-Committee members of each of the honors and awards programs.
 - f. Delegate authority to the standing members of each of the established honors and awards selection Sub-Committees program members, and staff new honors and awards program committees, if and as established by the Board of Directors.
 - g. To receive and evaluate member suggested potential additional honors and awards programs and advance supported suggestions to Board of Directors for consideration.
 - h. Review overall effectiveness and performance of the honors and awards programs, to ensure each such program continues to serve it intended purpose.

3. Authorities. The Committee has the authority to:
 - a. Call meetings of the Sub-Committees when required;
 - b. Report regularly to the Board on Committee findings, recommendations and any other matters the Committee deems appropriate or the Board requests, and maintain minutes or other records of Committee meetings and activities; and
 - c. Undertake such other responsibilities as the Board may delegate or assign to the Committee from time to time.

The Committee and each Sub-Committee shall establish its own schedule of meetings. The Committee/Sub-Committee may also act by unanimous written consent of its members.

Notice of meetings shall be given to all Committee/Sub-Committee members, or may be waived, in the same manner as required for meetings of the Board. Any one or more members of the Committee/Sub-Committee may participate in a meeting of the Committee/Sub-Committee by means of a conference telephone or similar communications equipment or by electronic video screen communication as long as all persons participating in the meeting can speak to and hear each other at the same time and each member can participate in all matters before the Committee/Sub-Committee, including, without limitation, the ability to propose, object to, and vote upon a specific action to be taken by the Committee/Sub-Committee. Participation by such means shall constitute presence in person at a meeting. A majority of the members of the Committee/Sub-Committee shall constitute a quorum for a meeting and the affirmative vote of a majority of members present at a meeting at which a quorum is present shall constitute the action of the Sub-Committee. The Committee/Sub-Committee shall otherwise establish its own rules of procedure.

Minutes for all meetings shall be drafted by the program selection committee Lead, reviewed by the committee chair, and approved by program selection committee members at the following meeting. Approved minutes are to be provided to the ICI office for retention.