



## Prince George Medal of Excellence and Good Citizenship Terms of Reference

### Purpose

The Medal of Excellence and Good Citizenship Adjudication Committee, under the Prince George Community Foundation (PGCF), is responsible for reviewing nominations and selecting up to three recipients annually. Final selections will be submitted to the City of Prince George for approval and public recognition.

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### Composition

- The Adjudication Committee will consist of 3–7 members drawn from the Prince George community, representing a broad range of perspectives and experiences.
- The Committee will include one Chair and one Vice-Chair.
- Members are appointed by the Prince George Community Foundation.

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### Accountability

- The Committee reports to the Prince George Community Foundation.
- Following adjudication, the PGCF will submit the Committee's recommendations to the City of Prince George for approval.
- Final award recipients are announced and recognized by the City of Prince George.

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### Responsibilities

- The PGCF office will receive all nomination forms and forward them to the Committee Chair for distribution to Committee members.
- The Chair will call and chair meetings of the Adjudication Committee to review and evaluate nominations against the award selection criteria.
- The Committee will select up to three recipients each year, including the option to grant awards posthumously.

- Upon City approval:
  - Work with the City of Prince George to support recognition activities, and public communications.

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### **Conflict of Interest**

- The Committee is guided by the Prince George Community Foundation's Conflict of Interest Policy.
- Members must declare any conflicts of interest related to nominees and recuse themselves from discussions or decisions involving those nominees.
- All Committee members must sign a confidentiality agreement to protect the integrity of the process.