



**INTERNATIONAL FAMILY NURSING ASSOCIATION
AWARDS COMMITTEE
TERMS OF REFERENCE 2024-2025 (2-Years)**

Chair/Co-Chairs

- Lisa Whitehead | Australia
- Henrietta Trip | New Zealand

Board of Directors Liaison

- Veronica Swallow | United Kingdom

Committee Duties and Responsibilities (per the IFNA Bylaws)

- Identify a mechanism for recognizing those who have made outstanding contributions to transform health for families worldwide.
- Establish and follow policies and procedures for honoring outstanding colleagues in the family nursing community.
- Shall be in frequent communication with the Board of Directors, or its Board liaison, regarding on-going work of the committee.

Goals for 2024 - 2025 (2-Years)

- Review and revise the award descriptions and associated criteria for the following awards:
 - Excellence in Family Nursing Award
 - Innovative Contribution to Family Nursing Award
 - Distinguished Partner in Family Health Care Award
 - Rising Star in Family Nursing Award
- Develop strategies that result in an international slate of candidates for the awards.
- Determine the type of tribute (certificate/plaque) to honor each awardee. Request a line item budget of \$455.00.

Action Plan

- Schedule meetings and provide electronic updates with IFNA Board of Director Liaison and committee members to allow timely update and information sharing.
- Develop a timeline for the 2025 IFNA Award cycle.
- Work with IFNA administrative office to distribute the Call for IFNA Awards Nominations, including nomination criteria and deadline.
- Work with IFNA administrative office to collate and circulate all nominations to IFNA Awards Committee members for deliberation and decision.
- Collaborate with IFNA Conference Committee to determine time and location of the IFNA Awards ceremony within the biennial conference program.
- Work with IFNA administrative office to communicate the committee's decision to each IFNA award nominee and nominator.
- Work with IFNA administrative office and Communications Committee to ensure information on the IFNA website is current.
- Maintain the history of the IFNA awards (2015-future) and JFN Awards (2005-2011).
- Seek financial support for the award tribute and ceremony.
- Explore establishing a relationship between the IFNA Foundation, Resource Advancement Committee and Awards Committee.