Terms of Reference
May Cohen Award for Women Mentors

Description
1. The award shall be known as the Canadian Medical Association May Cohen Award for Women Mentors.
2. The May Cohen Award for Women Mentors shall be presented to a woman physician mentor who has demonstrated outstanding leadership abilities towards enhancing mentorship opportunities by:
   • in particular, contributing to the development of women’s mentorship advocacy at the regional, national and/or international level;
   • acting as an effective role model in medicine or medical leadership;
   • encouraging, facilitating and supporting mentees in career and leadership development.

Terms
1. The nominee (mentor) must be a Canadian woman physician who is a CMA member.
2. The CMA shall be under no obligation to present the award annually; it may be awarded to more than one person in a given year.
3. Any possibility that an individual or organization could exploit winning a CMA award for personal profit or commercial advantage will be taken into consideration.
4. Any CMA member currently sitting as an elected officer, a member of the CMA Board of Directors or the Awards Committee, is not eligible for nomination to CMA awards unless under exceptional circumstances.
5. This award will not be awarded posthumously. In the event of the demise of the nominee after being selected but before being presented with the award, it shall be presented posthumously.
6. Nominations may be submitted, accompanied by suitable documentation, by a CMA member, a provincial or territorial medical association, an affiliate or an associate society. Self-nomination is ineligible. Documentation will consist of a completed nomination form, a detailed nomination letter, two letters of support, one of which should be completed by a mentee (letters must be no more than 2 pages in length), and the nominee’s curriculum vitae or bio (3-page maximum). Handwritten submissions will not be accepted.
7. A nomination may be re-submitted in a subsequent year. Should fewer than 3 nominations be received for this award, the award will not be presented and the nominees will be brought forward for consideration the following year.
8. The Chair of the Committee on Awards shall receive nominations by November 30 of the year prior to the Annual General Meeting at which the award is to be presented. Please submit nominations through the online form at https://www.cma.ca/may-cohen-award-women-mentors
9. The Committee on Awards shall make the final decision of the award recipient and provide an update to the CMA Board of Directors.
10. The recipient of this award shall be offered the opportunity of attending the Annual General Meeting to accept the award at the expense of the CMA.