

Awards and Recognition Committee - Terms of Reference

The Awards and Recognition Committee is established by the Board of Directors of Rowing BC under By-law Seven (7). As directed by the Board of Rowing BC, these Terms of Reference describing the Awards and Recognition Committee's mandate may be reviewed by the Board of Directors of Rowing BC at any time, and when appropriate, be revised to accord with the changing requirements of Rowing BC. The Awards and Recognition Committee is an operational committee under Rowing BC's governance structure.

Purpose

The purpose of the Awards and Recognition Committee is:

- 1) To develop an Awards and Recognition Strategy; and
- 2) To facilitate the implementation and completion of Awards and Recognition initiatives.

Responsibilities

The Awards and Recognition Committee is responsible for:

- Identifying awards and recognition activities to be created and pursued on an annual basis;
- Creating processes for identifying recipients of internal awards;
- Creating processes for identifying nominees for external awards programs;
- Developing nominations for external awards programs; and
- Recognizing and celebrating award recipients.

Composition

The Awards and Recognition Committee shall consist of between four (4) and six (6) individuals that must be available for the time commitment as listed under 'Meetings'. The committee composition shall be as follows:

- One (1) Chairperson to be appointed by the Board of Rowing BC;
- One (1) Assistant Chairperson to be appointed by the Board of Rowing BC;
- One (1) President of Rowing BC; and
- One (1) – three (3) individuals who are residents of British Columbia, approved by the Board of Directors of Rowing BC, covering any combination of the following:
 - Experience developing strategy and long-term initiatives;
 - Experience completing and submitting applications to awards programs;
 - Recent involvement within the BC rowing community;
 - Knowledge of accomplishments of individuals within the BC rowing community; and
 - Excellent administrative skills

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Members will be selected to the Awards and Recognition Committee for two (2)-years with possibility for renewal.

Meetings

Awards and Recognition Committee meetings will be held at least quarterly and when called by the Chairperson based on the scope of committee work. Meetings will be facilitated via conference call and/or other electronic means. In-person meetings may be arranged and will be held once approved by the Rowing BC Executive Director.

With the exception of the Chairperson, each member of the committee present during a meeting shall have one vote. In the event of a tie vote, the Chairperson shall be entitled to a tie-breaking vote.

Reporting

The Awards and Recognition Committee shall report through the Chairperson to the Executive Director or designated Staff Person. Reports and/or minutes of meetings will be circulated to the Rowing BC Board of Directors.

Authority

The Awards and Recognition Committee has the authority to:

- Communicate on behalf of Rowing BC with stakeholders;
- Review applications and recommend recipients of Rowing BC internal awards and nominees for external awards programs.

Budget

Rowing BC will support the Awards and Recognition Committee with the means to hold the necessary meetings as determined by the Executive Director.

Staff Support: Executive Director

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