

ATHLETICS ONTARIO TERMS OF REFERENCE

AWARDS AND BANQUET COMMITTEE

Athletics Ontario recognizes the importance of honouring athletic excellence in the association. Athletes, coaches, administrators, volunteers and officials, serving and retired, are recognized for their successes on the playing field and the contributions they have made to the sport of athletics. In addition, selected members are inducted into the Athletics Ontario Hall of Fame annually.

AUTHORITY

The Committee has the authority to advise the board. As such, the Committee reviews, researches and investigates matter relating to awards and staging of the annual athletic banquet. As required and with the approval of the board, the Committee may consult with independent professional experts to assist with the execution of its duties.

COMPOSITION

The Awards and Banquet Committee shall include:

- Chair (board member)
- Up to five (5) appointed members
- AO Chair (ex-officio)
- ED (ex-officio & non-voting)

A minimum of four of the six members should have experience with AO awards and Hall of Fame selection process. In addition, one member of the committee shall have event management experience.

APPOINTMENT

The board will appoint the Chair of the Committee who will have overall responsibility for the activities of the Committee. The board shall appoint up to five persons to serve on the Committee for a one-year term.

MANDATE

The committee shall:

- Annually review and update awards application information, timing of announcements and deadline for submissions.
- Ensure call for submissions takes place.
- Serve as the selection committee to review applications (either by email or in-person). Scoring criteria should be developed and provided at this time.
- Tabulate all scores to determine the recipient(s), notify recipients, and arrange for their attendance to receive their award in the case of the Hall of Fame recipients.

- Order awards.
- Help prepare a media release to be issued by AO announcing award recipients after the awards ceremony.
- Finalize any changes to be incorporated for the next years' process and recommend a budget for the following year.
- Ensure all arrangements are made for the banquet:
 - i. venue rental,
 - ii. meal selection and bar arrangements,
 - iii. room setup/staging,
 - iv. all print materials/programs, and
 - v. AV equipment and sound system
- Oversee fundraising initiative:
 - i. prepare an announcement "call for donations" from membership
 - ii. secure additional auction items
 - iii. Coordinate draw/auction
 - iv. prepare info sheets for each item,
 - v. help promote the items during the banquet, and taking payments and reporting on the auction proceeds.

ROLES

The Committee Chair shall lead meetings, set the meeting schedule, arrange meeting place/call, prepare the agenda and keep (or ensure the keeping of) minutes to record discussions and actions taken at all meetings. In addition, the Chair is responsible for reporting progress, project timelines, or providing written recommendations and reports.

Committee members must participate in discussions and share the workload. Each member's expertise, whether it is a skill or knowledge, contributes to the Committee's success. When assigned a task, it becomes each member's duty to complete the task and report back to the Committee.

MEETINGS

The Committee will meet as required or at a minimum, will meet six times per year. Meetings may be held in person or by telephone conference.

REPORTING

The Committee will report at every meeting of the board or as required, through its Chair. In addition, the Committee will communicate, as required, with other AO committees.

EVALUATION

The board will review the performance of the Committee on an annual basis and these terms of reference.