



**HALL OF FAME COMMITTEE
TERMS OF REFERENCE
(Revised December 7, 2017)**

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The Athletics Ontario (AO), Hall of Fame, founded in 2009, recognizes and honours the names and deeds of those whose athletic achievement or contribution has brought fame, honour and recognition to Ontario, AO, their communities, themselves and the sport of athletics.

1. AUTHORITY

The Hall of Fame Committee shall operate as a standing committee of AO. The Committee has the authority to make Hall of Fame selections on behalf of AO and in accordance with the tenets below. As such, the Committee reviews, researches, investigates and selects nominees for induction into the Hall of Fame. The Committee may consult with independent professional experts to assist with the execution of its duties and may seek approval from the Board on matters it considers of importance.

2. COMPOSITION

The Hall of Fame Committee shall include:

- Not less than five (5) and not more than ten (10) members appointed by the AO Board of Directors;
- AO Chair (ex-officio)
- AO Executive Director (ex-officio & non-voting)

3. APPOINTMENT

In order to provide continuity, appointments shall normally be for three (3) year terms and terms shall be offset so that all appointments are not made in the same year. Members of the Hall of Fame Committee may be volunteers or paid staff of AO. The members of the Committee shall elect a Committee Chair from amongst themselves. If a Committee member resigns or retires for any reason, a successor may be appointed by the AO Board.

4. MANDATE

The Hall of Fame Committee will consider all relevant information with respect to Hall of Fame nominees and recommend inductees to the Board based on merit, influence, impact, length of service and contribution to the sport of athletics in Ontario, Canada and internationally, provided they meet the selection criteria.

The committee shall develop and work within a framework that defines eligibility and timelines for selection which include:

- a) Categories of selection;
- b) Definitions of members and eligibility criteria;
- c) The nature and manner of the award; and
- d) The pathway to election.

As such, the Committee is responsible for, but not limited to:

- Promoting athletics through the maintenance and promotion of the Hall of Fame, the inductees, the history of the sport and the contribution that sport makes to the lives of the people of Ontario;
- Seeking nominations for induction through AO membership and the broader sports community;
- Liaising with AO membership to provide enhanced communications;
- Oversight of the Hall of Fame, including maintenance of membership lists, the production of suitable awards, and assistance with the annual AO Awards Gala and Hall of Fame Induction Ceremony;
- Development of a plan to engage alumni;
- Working within the AO communications plan and with AO staff to advertise and promote the Hall of Fame and the inductees;
- Ensuring that these areas are integrated into the AO business plan.

5. ROLES

The Committee Chair shall lead meetings, set the meeting schedule, arrange meeting place/call details, 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.

6. MEETINGS

The Committee will meet as required or at a minimum three times per year. A selection meeting shall take place within 15 days after the Nomination deadline.

A meeting will be held within 30 days after the Induction ceremony to deal with selection process and to review, evaluate and recommend to the AO Board changes to the Hall of Fame program.

Meetings may be held in person or by telephone conference.

7. REPORTING

The Committee will report to the Board once selections have been made and prior to communication with inductees, public announcements or informing Athletics Canada, as a courtesy.

In addition, the Committee will communicate with the AO Board as requested or otherwise required.

8. EVALUATION

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

HALL OF FAME COMMITTEE -TERMS OF REFERENCE		
OWNER:	STATUS:	DATE:
Board	Approved	May 23, 2015
Board	Revised	May 29, 2016
Board	Revised	January 29, 2017
Board	Revised	December 7, 2017