



## **TERMS OF REFERENCE**

### **AWARDS COMMITTEE** **Revised December, 2018**

Athletics Ontario recognizes the importance of honouring athletics excellence in the Association. Athletes, coaches, administrators, volunteers and officials are recognized for their successes on the playing field and the contributions they have made to the sport of athletics.

#### **AUTHORITY**

The Committee has the authority to make recommendations to the board. As such, the Committee reviews, researches and investigates matter relating to awards. 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 Committee shall include:

- Chair (committee member)
- Up to five (5) appointed members
- Chief Executive Officer (ex-officio & non-voting) or delegated staff

A minimum of four (4) members should have experience with the AO awards selection process. In addition, one member of the committee shall have event management experience.

#### **APPOINTMENT**

The Chair of the Committee will be selected by Committee members and will have overall responsibility for the activities of the Committee. The Manager, Programs and Services, will select up to five (5) 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 recipients, notify recipients, and arrange for their attendance to receive their award

## **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.

## **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 as required, through its Chair to the CEO. 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.

<b>AWARDS COMMITTEE – TERMS OF REFERENCE</b>		
<b>OWNER:</b>	<b>STATUS:</b>	<b>DATE:</b>
Board	Approved	May 23, 2015
Board	Revised	May 29, 2016
Board	Revised	January 29, 2017
Board	Revised	December 7, 2017
Board	Revised	January 2019