

Honours and Awards Committee

Terms of Reference

August 2022

Context

The establishment of an Honours and Awards (H&A) Committee (the Committee) will provide Swimming WA with consistent and transparent framework for the evaluation of nominations to recognise and promote outstanding achievements of our Member's participation and service to the sport of swimming in Western Australia (WA).

The purpose and role of a Board Committee is to conduct such business and function that may assist and support the Board in delivery of services or products by Swimming WA.

The role of a Board Committee is to make recommendations for determination by the Board, except where specific powers of determination have been delegated in writing.

Roles and Responsibilities

The Committee is not a policy making body, but assists the Board of Swimming WA by providing an independent evaluation panel to assess, evaluate and recommend nominations for Honours or Awards as established within the Associations Regulations and Policy.

Objectives

The Committee has prime responsibility for, but not limited to:

- a) Accept and secure nominations as received by the individual process designated within the Swimming WA Policies and Procedures;
- b) Evaluate the nominations and select those outstanding nominations that demonstrate the highest level of dedication and contribution against the defined criteria (e.g. Hall of Fame, Life Membership etc.);
- c) Conduct further evaluation of shortlisted nominees to reduce the nominee field to those nominees considered worthy of recommendation;
- d) Provide confidential written recommendation via the Chief Executive Officer for endorsement by the Board, outlining the Committees preferred recipients and rationale for recommendation; and
- e) Such other matters that the Board of Directors may direct the Committee to undertake.

Authority

The Committee will focus on establishing an open and accountable process for the receipt, evaluation and recommendation of the achievements in acknowledgement of members of Swimming WA, its Clubs and Members. For this purpose the Committee is delegated the necessary power and resources to meet its charter.

The Board does not authorise the Committee to commit to expenditure or enter into contractual agreements on behalf of Swimming WA without a specific instrument of delegation.

Composition and Term

Term

The Committee shall be non-enduring and be convened at two (2) separate occasions annually:

- a) Not less than three (3) weeks prior to the Annual General Meeting to deal with nominations relating to Life Membership; and
- b) Not less than three (3) weeks prior to the Swimmer of the Year Awards to deal with nominations relating to the Hall of Fame and Achievement Awards as provided in the Association Policies.

The Committee Members shall serve a Term of two (2) years, unless extended at the Board's discretion at the Annual General Meeting, or terminated early due to a Conflict, Breach of Confidentiality or Member seeking leave from the Committee.

Members

The Committee shall comprise five (5) Members of equal standing appointed by the Board as follows:

- a) A current Life Member and/or Hall of Fame member of Swimming WA;
- b) A minimum of (2) members of Swimming WA with previous Swimming WA Board or Committee experience or extensive Club or Regional Committee experience (e.g. 10 years or more); and
- c) The Chief Executive Officer or a Senior Staff Member of Swimming WA.

Committee members should provide broad representation across the swimming community including but not limited to former swimmers, former coaches and former technical officials. The committee should represent at least two of these swimming community groups.

In appointing Committee Members, the Board shall give due consideration to the purpose for which the panel is being convened.

The Committee shall select the Chair for the duration of the term.

Invitees

In addition to the authority expressed above, the Committee may invite to meetings key Staff, independent persons, members of the Association's Senior Management Team and such others where it is determined the invitee may contribute to the Committee achieving its objectives.

Invitees may take part in the business of and discussions at the meeting but have no voting rights.

Discipline

All Committee members shall be subject to the Swimming WA Code of Conduct and shall maintain confidentiality relating to the Committee's business. Breaches of the Code of Conduct or confidentiality shall result in the Committee Member being stood aside from participation as a Member of the Committee until the Board is able to deal with the matter under Swimming WA Policy.

Meetings

The Committee may meet on such occasions deemed necessary by the Chair to conclude its evaluation and recommendation process no later than three (3) weeks prior to the relevant meeting of the Association. A quorum shall comprise three fourths of Committee Members, which must include the Chief Executive Officer.

The Chair will meet the Chairman of the Board prior to the Committee convening to discuss Committee issues and determine items for inclusion in the Committee's business.

Voting

Any matters requiring decision will be decided by a majority of votes by members present. In the event of a tied vote, the Chair shall exercise a casting vote.

Conflicts of Interest

Members of the Committee and invitees will be required to disclose Conflicts of Interest at the commencement of each meeting and noted in the Minutes of each meeting. Where Members or invitees are deemed to have a real or perceived Conflicts of Interest, they will be excused from discussions on the issue where a Conflict exists.

Secretariat Duties

The Chief Executive Officer will facilitate administrative support to the Committee and assist by developing and distributing Agendas, Appendix papers, Minutes and Reports for circulation to Committee Members, attendees and invitees. Where practicable, Agendas are to be provided at least five (5) working days prior to each meeting.

Minutes

Minutes must be prepared by the Chief Executive Officer's administrative support, approved by the Chief Executive Officer and then circulated to the Members of the Committee with the Minutes being ratified by the Members at the following meeting. The Minutes must be sufficient to convey the conduct, process of the meeting and voting outcomes, but should not disclose specific nominations or members votes.

A summary of all out-of-session decisions shall be recorded in the Minutes of the next scheduled Committee meeting.

The Chief Executive Officer will provide a brief report to the Board on the main outcomes of each Committee meeting.



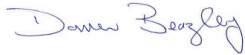



Dispute Resolution

If an impasse is met and cannot be resolved through the Committee, by agreement the issue is to be referred to the Board for resolution or action.

Reviews

The Board shall review and evaluate these Terms of Reference at least every two (2) years to ensure that it remains consistent with the intended objective and responsibilities, conforms to legislative requirements, established Association policies and best practice.

This document has been endorsed by:

Name	Title	Signature	Date
Jeanette Bailey	Chair, Board of Directors, Swimming WA		Thursday 20 September 2012
Daniel Tackenberg	Chief Executive Officer, Swimming WA		Thursday 20 September 2012
Darren Beazley	Chief Executive Officer, Swimming WA		Wednesday 28 September 2016
Darren Beazley	Chief Executive Officer, Swimming WA		Friday, 12 October 2018
Kirsty Read	CEO, Swimming WA		Friday 29 January 2021
Sophie Row	CEO, Swimming WA		Friday 26 th August 2022

Version Control

Version	Date	Revised by	Comments
1.0	4 June 2012	Rick Corkhill	Review of all committee Terms of Reference as result of amended Constitution being endorsed 31 March 2012.
2.0	21 August 2012	Daniel Tackenberg	Final revisions made following Board discussion on 16 August 2012
3.0	20 September 2016	Darren Beazley	Revisions made with current procedure being undertaken to prepare Agendas, distribute papers and produce Minutes. Review changed to every two (2) years, as the Committee Terms are two (2) years.
4.0	12 October 2018	Darren Beazley	Two (2) year review as per document.
5.0	29 January 2021	Kirsty Read	Two (2) year review as per document.
6.0	25 th August 2022	Sophie Row	Two (2) year review