



## Awards Committee – Terms of Reference

### Type

*Operating Committee*

### Purpose

The purpose of the Awards Committee is to solicit and to select the awards winners, research and collect data, make recommendations for new or adapted awards and to record the history of award winners and rowing in Ontario.

### Timeline

As an Operating Committee, the existence of the committee will be determined by the Executive Director based on need.

### Composition

The Committee shall be composed of:

- A Chairperson
- Three [3] Member at Large positions, of which all must be either
  - a registered participant; or
  - an alumni
- A Board member
- The Executive Director (or delegate) whom is a non-voting ex-officio member.

### Term

The Committee term will be for a period of two years ending on March 31. The Chairperson and one Member at Large position to come due March 31st in odd years (e.g. 2021, 2023 etc.) and the other two Member at Large positions to come due in even years (e.g. 2020, 2020 etc.). The Board positions will be selected annually.

### Chairperson

The Chairperson shall be appointed by the Executive Director but shall not be the Board member.

### Committee Positions

The committee positions are appointed by the Chairperson and the Executive Director, through an open Expression of Interest process.

### Quorum

Shall be a majority of the committee members present.



### Decision Making Progress

Decisions or recommendations from the committee shall be made by majority vote.

### Authority Delegated

The committee investigates and reports, to help guide the foundation of the Row Ontario Awards and Recognition program. The Executive Director make the final decision.

### Reporting

The Chairperson will report to the Executive Director by forwarding minutes of its meetings, through the Executive Director's delegate on the committee.

### Meetings

The Committee will meet by telephone or by other electronic means, as frequently as required. Meetings will be at the call of the Chairperson or at the call of the Ex-officio staff member.

### Staff Support

The Committee will receive the necessary resources and administrative support from Row Ontario to fulfill their mandate.

### Specific Areas of Responsibility

The Committee will perform the following key duties:

- Recommend the policies, criteria and timelines for the Row Ontario annual awards.
- Research, review and select yearly award winners.
- Assist Row Ontario staff with research for award presentations.
- Perform such additional tasks as may be assigned to the Committee by the Executive Director.
- Serve as an ambassador for Row Ontario through interactions with athletes/participants, coaches, umpires, staff, volunteers, partners and donors at all levels.

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