



## Hall of Fame Selection Panel – Terms of Reference

### Type

*Selection Panel*

### Purpose

The purpose of the Hall of Fame Selection Panel is to review Row Ontario Hall of Fame nominations and make recommendations for induction to the Row Ontario Board of Directors for ratification.

### Timeline

The existence of the Selection Panel will be determined by the Executive Director based on need.

### Composition

The Selection Panel 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 Selection Panel 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 position will be selected annually.

### Chairperson

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

### Selection Panel Positions

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

### Quorum

Shall be a majority of the Selection Panel members present.



### Decision Making Progress

In order for a nomination for induction to be sent to the Board for ratification, the nominee must receive two-thirds support from the selection panel.

### Reporting

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

### Meetings

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

### Specific Areas of Responsibility

The Selection Panel will perform the following key duties:

- Recommend Hall of Fame inductees each year, in accordance with policies, criteria and timelines.
- Assist Row Ontario staff with research and/or duties for the Hall of Fame review process and induction ceremony where required.
- Perform such additional tasks as may be assigned to the Selection Panel 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.

Board approved last: March 28, 2020