



Awards Committee

Term of Reference

Committee 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 CEO based on need.
Composition:	The Committee shall be composed of: <ul style="list-style-type: none"> ○ A Chairperson ○ Three [3] Member at Large positions, of which all must be either <ul style="list-style-type: none"> ○ a registered participant; or ○ an alumni ○ A Board member ○ The CEO (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 position will be selected annually.
Chairperson:	The Chairperson shall be appointed by the CEO but shall not be the Board member.
Committee positions:	The committee positions are appointed by the Chairperson and the CEO, 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 CEO will make the final decision.
Reporting:	The Chairperson will report to the CEO by forwarding minutes of its meetings, through the CEO'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: <ul style="list-style-type: none"> ○ 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 CEO.

	<ul style="list-style-type: none">○ 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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Board approved last: October 28, 2020