



## AWARDS COMMITTEE

### Terms of Reference

#### Committee Purpose

The Awards Committee is a Special Committee of BC Artistic Swimming. The Committee is responsible for the oversight of BC Artistic Swimming's membership recognition awards and bursaries, including the selection processes.

#### Committee Composition

- The Awards Committee has up to five members with representation from at least three different clubs.
- The Committee Chair will be appointed by the President in consultation with the Executive Director.
- Members are selected through a call to the membership or recruitment by the Committee. Every effort will be made to ensure representation from at least each region of the province: Interior, Island, and Lower Mainland.
- No more than two members of the Committee can represent the same BC Artistic Swimming member club.
- The Executive Director serve as ex-officio members of the Committee.

#### Term of Committee Membership

- The Committee Chair serves at the pleasure of the President.
- The Executive Director services within the terms of their employment contract.
- Other members are appointed for up to two years by the Board of Directors, selected through recruitment by the Board, Executive Director or Committee Chair.

#### Scope of Responsibility

The Committee is responsible to:

- undertake a timely, transparent, fair, and objective review process for all awards and bursary applications submitted to BC Artistic Swimming.
- make recipient recommendations to the BC Artistic Swimming Board of Directors;
- recommend to the Board of Directors strategies for the continuous improvement in the call for applications, review and selection processes;
- coordinate an effective communications strategy related to awards presentations and announcements, in conjunction with BCAS staff;
- nominate BC Artistic Swimming members for external award opportunities such as Sport BC Athlete of the Year Awards or Canada Artistic Swimming awards.

#### Conduct Guidance

- Committee Members will recuse themselves from a decision where there is a real or perceived conflict of interest with any award or bursary applicant;
- all information contained in applications and committee discussions is strictly confidential;
- all communication from and with applicants should be through the Executive Director.

## **Accountability**

The Committee:

- reports to the Board of Directors through the Chair and/or Executive Director;
- will meet at least twice per year or as needed to review mid-year applications;
- follows the Terms of Reference for Committee Policies and Procedures.