

Terms of Reference

Type:	Board Appointed Committee
Title:	Honours and Awards Committee
Objective:	To make recommendations to the Board on the awarding of SLSNR Service, Distinguished Service and Life Membership Awards and any other awards as directed by the Board.
Responsible to:	SLSNR Board

Structure:

1. The Honours and Awards Committee shall comprise no less than three members appointed annually
2. The Chair of the Honours and Awards Committee shall be appointed by the Committee at its first meeting. The Chair is responsible for liaising with the CEO on any matters relating to the objective and/or specific responsibilities of each project.
3. A quorum shall be three (3) members or a majority of members if additional members co-opted.
4. The Honours and Awards Committee may recommend to the Board the co-option of up to two additional members to assist with completion of its duties and responsibilities.
5. Co-opted members will remain members of the Committee until the next AGM.
6. Co-opted members will be eligible to vote on all matters.
7. The following factors shall be taken into consideration when co-opting members onto the Committee for this project:
 - a. A thorough understanding of the structure of SLSNR and its clubs.
 - b. An understanding of the SLSNR Honours and Awards structure and system.
 - c. An affinity with the service awards system at either club or district level.

Operating Principles:

1. The Honours and Awards Committee will assess SLSNR service award nominations against the SLSNZ Honours and Awards points system.
2. Members do not have had to have received a lower service award before being nominated for a higher award.
3. There is no restriction on the number of awards that can be presented in any one year.
4. Nominations for service awards can only be called for once per calendar year.
5. The Honours and Awards Committee shall meet and/or communicate via email, telephone or in person as necessary to complete the project.
6. The Honours and Awards Committee may have in attendance such other persons as it deems necessary to complete the task.
7. For clear and consistent communication no statements will be made concerning the work of the Honours and Awards Committee, other than back to the CEO.

Updated: February 2017 Approved by Board on 16.2.17

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Duties and Responsibilities:

1. On an annual basis, assess nominations from members for SLSNR Service, Distinguished Service and Life Memberships and make recommendation to the Board of SLSNR for the awarding of such awards.
2. On an annual basis, assess nominations from members for the following awards:
 - a. Administrator of the Year
 - b. Volunteer of the Year
 - c. Any other award as determined by the Board.

Authority:

1. The Honours and Awards Committee shall operate within the above mentioned duties and responsibilities.
2. The Honours and Awards Committee will have no executive powers with regard to its findings and recommendations, but will provide recommendations to the CEO of SLSNR.

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