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| TYPE: | BOARD APPOINTED COMMITTEE |
| TITLE: | HONORS AND AWARDS COMMITTEE (H&A) |
| OBJECTIVE: | To oversee the SLSNR volunteer reward and recognition processes and make recommendations to the SLSNR Board on the awarding of honours and excellence awards, SLSNR service, Distinguished service and Life membership awards and any other awards as directed by the Board. |
| RESPONSIBLE TO: | SLSNR BOARD |

1. COMMITTEE STRUCTURE & FORMATION

- 1.1. The board of SLSNR will appoint the members of the H&A Committee
- 1.2. Members will be appointed for an initial period not exceeding three years, after which they will be eligible for extension or re-appointment after a formal review of their performance.
- 1.3. H&A members will retire and be appointed on 30 May of each year.
- 1.4. To ensure continuity of the committee’s knowledge and experience, the appointment process should be structured to ensure no more than two members of the committee retire at any one time.
- 1.5. The Board of SLSNR will nominate who is to Chair the H&A, and in the absence of the nominated member, members present at an H&A meeting will appoint one of their number to chair that meeting.
- 1.6. The Chair will be responsible for providing new members of the H&A with an induction and appropriate material to enable them to understand the role and responsibilities of the H&A.

1.7. Role of the Chair

- 1.7.1. Chair meetings and workshops in accordance with Standing Orders
- 1.7.2. Ensure meetings are planned effectively and deal with matters in accordance with the terms of reference
- 1.7.3. Develop and implement an annual committee work programme taking into consideration critical deadlines for advising Clubs of Awards and Recognitions processes and processing nominations for the annual Awards of Excellence.
- 1.7.4. Be the spokesperson for the committee
- 1.7.5. Ensure matters on the agenda are dealt with in an orderly and efficient manner
- 1.7.6. To ensure no statements will be made outside the H&A concerning the work of the Honours and Awards Committee. All communication should occur through the Committee Chair to the SLSNR CEO/Board Chairperson.
- 1.7.7. Represent SLSNR on the SLSNZ Honours and Awards Committee

2. COMPOSITION

- 2.2. The H&A Committee will consist of at least five members.
- 2.3. The committee shall include:

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- 2.3.1.** The Board appointed Chairperson – ideally a person with a familiarity with events and membership throughout the Northern Region
- 2.3.2.** A board appointed representative representing, and with suitable knowledge of the Northern SLSNR clubs and membership (Mangawhai, Waipu, Ruakaka, Baylys, Whangarei Heads, Far North)
- 2.3.3.** A board appointed representative representing, and with suitable knowledge of the Eastern Auckland SLSNR clubs and membership (Omaha, Red Beach, Orewa, Mairangi Bay)
- 2.3.4.** A board appointed representative representing, and with suitable knowledge of the Western Auckland SLSNR clubs and membership (Muriwai, Bethells Beach, Piha, United North Piha, Karekare)
- 2.3.5.** A board appointed representative representing, and with suitable knowledge of the Southern SLSNR clubs and membership (Kariaotahi, Raglan, Sunset)
- 2.3.6.** SLSNR President (Ex-Officio)
- 2.3.7.** SLSNR CEO (as Secretariat)
- 2.3.8.** Any additional members appointed by the Board.

3. QUORUM:

A quorum for any meeting will be a majority of members. In the event of a tie vote, the committee chair will cast the deciding vote. Each committee member will have one vote.

4. RESPONSIBILITIES:

At the time of drafting this Terms of Reference SLSNR is conducting a review on its awards process, any changes that come from this review will be reflected in an updated Terms of Reference, and the current roles and responsibilities in no way prohibit additions or revisions to the below.

This committee oversees the nomination process and awarding of all SLSNR Regional honours and awards, and makes appropriate recommendations to the SLSNR Board.

The committee will establish an annual work programme outlining key focus areas in line with its key responsibilities, which include:

- 4.1.** The Development, oversight and governance of the SLSNR Honour and Awards Process
- 4.2.** Lead the review, development and maintenance of SLSNR Honours and Awards nomination processes, award decision making, and review of all SLSNR volunteer committee recommendations.
- 4.3.** Set Annual Club of the Year Award criteria and Review the Club of the Year Award process
- 4.4.** Seek, assess and make recommendations on all SLSNR Service, Distinguished Service, and Life Membership Awards
- 4.5.** Providing strategic advice to SLSNR Board on all matters of Volunteer Reward and Recognition and Honours and Awards processes

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- 4.6. Through the Chair of H&A Committee ensure regular interaction and clarity about shared goals with the SLSNR Board.
- 4.7. Through the Chair of H&A Committee ensure active engagement and collaboration with other Regional and National Committees and Operational Committees.

5. RELEVANT CONSIDERATIONS FOR DIRECTOR RECOMMENDATION PROCESS:

When considering nominees for appointment to SLSNR H&A Committee, consideration will be given to:

- 5.1. The skills, expertise and knowledge (particularly the history of the organisation and its members) required relevant to the business of the H&A committee and specifically in regards to assessing member output and achievements.
- 5.2. Diversity and geographic representation for the various locales within SLSNR
- 5.3. Knowledge of the varying roles within clubs and SLSNR
- 5.4. Ability to commit sufficient time to H&A duties.

6. AUTHORITIES

- 6.1. The H&A committee is authorised by the board of SLSNR to carry out the core responsibilities and functions detailed above. It has the authority to seek any information it requires from any officer or employee of SLSNR or its member clubs.
- 6.2. The committee will make recommendations to the board on all matters requiring a decision.
- 6.3. The committee does not have the power or authority to make a decision in the board's name or on its behalf, unless specifically delegated to do so.
- 6.4. The Chair of the H&A committee will be responsible for drawing to the immediate attention of Board Chair any material matter.

7. MEETINGS

- 7.1. Generally the H&A committee will meet as required having regard to the organisation's operations, reporting and lifesaving delivery requirements.
- 7.2. It is expected the H&A committee will have specific meetings to address the following priorities, the dates of which will be confirmed by the committee annually.
 - 7.2.1. Review current H&A processes and make recommended changes
 - 7.2.2. Set H&A timelines, processes and guidelines for the following year
 - 7.2.3. Meet with relevant SLSNR committees to set out timelines and processes for award nominations and deliberations
 - 7.2.4. Advise Clubs of award criteria and nominations timelines
 - 7.2.5. Review SLSNR Committee award recommendations and make recommendations to Board.
- 7.3. The committee may have in attendance such members of SLSNR management, SLSNR officers or member club officers including the Chief Executive, and such other persons including the member club lifesaving

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directors, as it considers necessary to provide appropriate information and explanations for making its decisions.

- 7.4. All directors of the SLSNR board shall be entitled to attend meetings of the committee.
- 7.5. Reasonable notice of meetings and the business to be conducted shall be given to the members of the committee at least a week before any meetings.
- 7.6. Any member of the committee may request a meeting at any time if they consider it necessary.
- 7.7. The H&A Committee may meet in person, by telephone or by video conference

8. REVIEW OF THE COMMITTEE

The committee terms of reference is subject to review by the committee and the board on an annual basis and will be amended (as appropriate) to reflect current practice in good corporate governance.

9. REPORTING PROCEDURES

The Committee will:

- 9.1. Update the board and Chief Executive about committee activities and make recommendations to the board as required.
- 9.2. Report to the board at least four times per annum, or at such intervals as the chairpersons of the Board and the H&A committee determine.

10. CONFLICT OF INTEREST:

- 10.1. Members of the H&A Committee shall declare any conflicts of interest and not participate in the consideration or voting of the particular matter of conflict. Notwithstanding this, members of the H&A Committee shall comply with the H&A Committee protocols in conducting the business and performing the duties of the H&A Committee.

11. PROCEDURE:

- 11.1. Except as otherwise provided in these Rules, the H&A Committee will regulate its own procedure.

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