



POLICIES AND PROCEDURES
AWARDS COMMITTEE
Terms of Reference

Committee Purpose

The Awards Committee is a Committee of Synchro BC.. The Committee is responsible for the oversight of Synchro BC’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:

- a Synchro BC Board Director, who chairs the committee;
- up to four other Synchro BC members.

Term of Committee Membership

- The Committee Chair serves in accordance with that Director’s term on the Board of Directors, and at the pleasure of the President in consultation with the Board of Directors.
- Members are appointed for up to two years by the Board of Directors, and are selected from applications received through a call to the membership or through recruitment.

Scope of Responsibility

The Committee:

- is responsible for undertaking a timely, transparent, fair and objective review process for all awards and bursary applications submitted to Synchro BC. The Committee shall make recipient recommendations to the Synchro BC Board of Directors;
- is responsible for making recommendations to the Board of Directors for continuous improvement in the call for applications, review and selection processes;
- coordinates awards presentations, announcements, and works with staff to develop a communication strategy;
- nominates Synchro BC members for external award opportunities such as Sport BC Athlete of the Year Awards or Synchro Canada 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

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