

Meritorious Awards Committee

Terms of Reference

1. Introduction

The Board of Softball WA (“SWA”) has established a Meritorious Awards Committee to assist the implementation of the SWA Awards Policy and Procedures and any events recognising the achievement of associations, clubs, members or the workforce (paid or unpaid) in Softball in WA. This document is the Terms of Reference of the Meritorious Awards Committee.

2. Purpose

The Meritorious Awards Committee (“the Committee”) is responsible for:

- Identifying all avenues of volunteer recognition and ensure information is distributed to all affiliated associations and clubs.
- Assist associations and clubs where required to apply for recognition awards.
- Identifying and delivering an appropriate means of acknowledging recipients.
- Ensure all the naming of the awards at all levels are appropriate and acknowledged in a suitable manner.
- Acknowledge the significant achievements by certain individuals, associations, clubs and other organisations in a suitable format.
- Identify and coordinate the implementation of strategies for the recording of relevant historical data for future reference.
- Prepare profiles on and promote significant individuals who are or have been associated with SWA.
- Make recommendations to the Board regarding officials recognition, Life Membership and Hall of Fame.
- Preserving and maintaining the heritage of the game.

3. Authority

The Committee is empowered by the Board to perform the following activities and pass resolutions relating to Section 6 of this Terms of Reference:

3.1 Investigate any activity it deems appropriate, consistent with its responsibilities and duties.

3.2 Seek explanations and additional information from management and any officer/employee of SWA all of whom must co-operate with any request made by the Committee.

3.3 Carry out any activities, determinations, decisions or resolutions delegated by the Board to Committee.

4. Membership

The Board will appoint the members of the Committee and the Chair of the Committee. The Committee will be comprised of at least one member of the Board, one Life Member of Softball WA and at least two members of the SWA community such as, but not limited to:

- Life Members of SWA.
- Past state or national representative players.
- Representation from Coaching, Umpiring and/or Officiating.

The Chairperson must not be the Chair of the Meritorious Awards Committee.

The Committee will need to appoint a Secretary to develop agendas, record minutes and forward this information to the CEO for inclusion in the relevant Board Agenda.

Members will be appointed for a two-year term and can be re-appointed.

Any members of paid staff as requested by the Chair, are entitled to attend Committee meetings. The Chair may invite other external members to attend all or part of any Committee meeting.

The Board may, in its discretion, remove members of the Committee from time to time if the Committee Member:

- a) Dies;
- b) Becomes bankrupt or makes any arrangement or composition with their creditors generally;
- c) Becomes of unsound mind or a person whose person or estate is liable to be dealt with in any way under the law relating to mental health;
- d) Resigns from their position in writing to the Association;
- e) Is absent without the consent of the Chair of the Committee from all meetings of the Committee held during a period of six months;
- f) Without prior consent or later ratification of the members of the Association in General Meeting holds any office of profit under the Association;
- g) Is directly or indirectly interested in any contract or proposed contract with the Association and fails to declare the nature of their interest;
- h) Has been expelled or suspended from membership (without further recourse under the rules of the Association or rules of Softball Australia);
- i) In the opinion of the Board in its discretion:

i) Has acted in a manner unbecoming or prejudicial to the objects and interests of the Association and/or softball; or

ii) Has brought the Association, any Affiliated Body or Softball into disrepute.

5. Meetings

5.1 Quorum and Voting

A quorum for any Committee meeting will be four members of whom at least one Member of the Board. A duly convened meeting of the Committee at which the quorum is present shall be sufficient to exercise all or any of the authorities, powers and discretions vested in or exercisable by the Committee. In the absence of the Chair, the members of the Committee will elect another Board member to be a standing member of the Committee.

Each member will have one vote including the Chair.

Meetings may be held, and resolutions passed by means of a conference call or similar communications equipment, or by any other means of which Board meetings may be held and resolutions passes under the provisions of the SWA constitution and the Associations Incorporations Act 2015.

5.2 Frequency

The Committee will meet a minimum of four (4) times per year and more frequently if required, as determined by the Chair.

5.3 Calling meetings

The Chair is required to call a meeting of the Committee upon request by either a Committee member, the CEO, or Chair of the Board. The Chair of the Committee may otherwise call a meeting in his or her discretion.

The Committee or the Chair of the Committee may invite non-Committee members to attend its meetings as deemed necessary from time-to-time.

The Agenda (approved by the Chair) and supporting documentation should be delivered to the Committee members, where possible by the last day of the week preceding the meeting.

At the first Committee meeting of it's two-year cycle the Committee will develop an Annual Work Plan comprising of the key activities over the two-year period. This Work Plan will determine future meeting Agenda's.

5.4 Conflicts of interest

Committee members must disclose any conflicts of interest at the commencement of each meeting and the disclosure may be a standing one.

Where a Committee member or invitee is deemed to have a real or perceived conflict of interest, they must absent themselves from the Committee's discussions and voting on the issue.

5.5 Report

The Committee will:

5.5.1 Regularly report to the Board after each recorded meeting, via the secretary, on all matters relevant to the Committee's responsibilities; and

5.5.2 Make appropriate recommendations to the Board for approval of, and action by, the Board.

6. Responsibilities

The Committee in meeting its primary objectives should, without limiting the extent of its responsibilities, carry out the tasks and consider various matters set out below.

6.1 Life Memberships

6.1.1 Recommendation to the Board on Life Membership criteria, nominations and recognition of the same.

6.2 Recognition of individuals, associations and clubs

6.2.1 Establishment of criteria for recognition across Board, committees, players, management, administrator, volunteers, coaches, umpires and officials.

6.2.2 Review and monitor the administration of such awards and acknowledgements to ensure process is managed in line with agreed criteria (including Softball Australia Service Awards)

6.3 Recognition of softball's history in Western Australia

6.3.1 Make or review recommendations for Board approval to appropriately recognise Softball WA's history.

6.3.2 Be responsible for the update of information relating to Softball WA's history.

6.4 Awards and Recognition Policy and Procedures

6.4.1 Review and make recommendations to the Board on any improvements or establishment of any additional award and/or policy.

6.4.2 Review and make recommendations to the Board on any improvements of the establishment of additional award and recognition procedures for the effective administration of the Award and Recognition policies.

6.4.3 Develop and implement a schedule and process for the review of SWA's awards and recognition policies and procedures.

6.5 General

6.5.1 Undertake any matters referred to the Committee by the Board.

7. Reviews

7.1 To determine whether it is functioning effectively, the Committee will evaluate its own performance on an annual basis. This will include an assessment of the extent to which the Committee has discharged its responsibilities as set out in this Terms of Reference. The results of this review will be reported to the Board.

7.2 Review of Terms of Reference

The Committee will review its Terms of Reference every two years, or otherwise as it considers necessary. The Committee shall discuss any required change with the Board and ensure its Terms of Reference is approved by resolution of the Board.

Approved by the Board – December 2016.