



Meritorious Awards Sub - Committee

Terms of Reference

Function

The role of the committee is to preserve and maintain the heritage of softball through the appropriate acknowledgement of service to the game by individuals and organisations.

Objectives

1. Identify all avenues of volunteer recognition and ensure this information is distributed to all Clubs.
2. Assist Clubs where required to apply for this recognition.
3. Identify appropriate means of acknowledging the recipients of awards.
4. Ensure that the naming of all awards (i.e. trophies, shields) at all levels is appropriate and acknowledged in a suitable manner.
5. Acknowledge the significant achievements by certain individuals, Clubs or organizations in an appropriate format.
6. Identify and coordinate the implementation of strategies for the recording of relevant historical data for future reference.
7. Prepare profiles on and promote significant individuals who are or have been associated with the SWA.
8. Make recommendation to the Board regarding official recognition, Life Membership and Hall of Fame nomination for any individual(s).
9. Catalogue and ensure the safe keeping of all historical information and photos.

Authority

The committee will function as an advisory body to the CEO and Board of SWA.

The committee shall not commit SWA to any agreement with a third party, either financially or in any other manner. These decisions are the sole responsibility of the SWA Board.

Membership

1. SWA Meritorious Awards Sub - Committee will comprise of a minimum of one (1) SWA Board Member and a minimum of two (2) Life Members.
2. The Committee shall be chaired by an appointed SWA Board Member.
3. The CEO will provide secretarial support to the Committee.
4. For special projects the SWA has the power to co-opt other members who may be SWA Board Members, WAFC staff or other external experts as required.
5. The Committee members shall be appointed annually.



Meetings

Meetings at a minimum of three (3) times per year, called by Chair or CEO

1. Quorum to be 3 members
2. Minutes by secretary and reported to SWA Board
3. Agenda and notice to be provided
4. Committee business may be conducted by email, including decisions
5. Expenditure within budget limits for legal or consultancy services

Evaluation of Committee Effectiveness

Annually the Committee will undertake a self evaluation of effectiveness. The following matters will be considered:

1. These Terms of Reference
2. The composition of the Committee
3. The performance of respective members of the Committee