



TOR015 Awards & Recognition Committee Terms of Reference

Introduction

The coordination of Awards & Recognition for British Triathlon is serviced by the Awards & Recognition Committee which is a Committee of the British Triathlon Board.

The Committee has been established to advise the Board in relation to the bestowment of awards and other forms of recognition for services to Triathlon and Multisport.

British Triathlon Values

The Committee shall at all times act in a manner of which encapsulates the British Triathlon values:

We are People Centred: We openly support & challenge each other, We are customer focused, we nurture communities.

We Are Ambitious: We are dynamic, we are innovative and creative, we are passionate about doing our best, we create positive impact.

We Are Inclusive: We remove barriers to involvement, we connect people, we have fun, we work in partnership.

We do What's Right: We are honest and respectful, we practice clean sport, we are accountable.

Strategic alignment

The Committee is aligned to the following strategic goals:

- Exceptional people

Membership

The Committee should consist of members appointed by the Board as follows:

- the First Patron (Chair)
- the Second Patron (Vice-Chair)
- the BTF Chair
- the BTF CEO
- the three Home Nation Chairs

The Committee will be Chaired by the First Patron and in their absence, by the Second Patron. In the absence of the Chair and Vice-Chair, the Committee may nominate another Member to deputise in their absence.

The secretariat function will be provided by the CEO.

Reporting

The Committee shall report to the Board as frequently as circumstances require but not less than once a year and make whatever recommendations to the Board it deems appropriate on any area within its remit where action or improvement is needed.

Quorum

A minimum of three members of the Committee must be present for the meeting to be deemed quorate.

Resolutions and voting

Decisions of the Committee shall be taken by resolution and recorded in the minutes of the meeting at which such a resolution is passed.

Where a consensus cannot be agreed, the Chair may request a vote on a show of hands, in which case each Committee Member shall have one vote.

Where a consensus cannot be agreed, the matter shall be recorded in the minutes and will be raised to the British Triathlon Board.

Meetings

The Committee will meet at least two times a year. The Chair of the Committee, the BTF Board, and / or the Chief Executive may request additional meetings to be convened as they deem necessary.

The Committee may ask any officials of the organisation to attend to assist it with its discussions on any particular matter.

The Committee may ask any or all of those who normally attend but who are not members to withdraw to facilitate open and frank discussion of particular matters.

Meetings may be physically in person or using electronic means (such as teleconferencing or videoconferencing). The Committee may also, where necessary, deal with its business by email or other means of written electronic communication.

Notices of meetings shall contain information relating to venue, time, date and

agenda. Papers to meetings shall be circulated at least one week before the date of the meeting.

The Chair will circulate notes of the Committee meeting and ensure a copy of the minutes is retained online in the designated area for such purpose.

Matters and resolution that require action or discussion from the BTF board shall be reported using the Board Reporting template and outcomes captured in the minutes of the Board meeting.

Responsibilities

The Committee will:

- Collaborate with the three Home Nations to agree a suite of awards at British and Home Nation level that reflects the strategies of BTF and the Home Nations;
- As required, review and define the BTF awards, any hierarchy, the criteria against which they are made and the process for nominations and adjudication;
- Serve as the adjudication panel for the BTF awards;
- Consider and nominate worthy candidates for Honours (New years and Queen's Birthday);
- Oversee the events and/or procedures for the issuance of awards and recognition.

Terms of reference and Committee effectiveness

The Committee's terms of reference and effectiveness will be reviewed at least bi-annually by the Board and the Committee, including a review of membership and relevant skills and any changes considered necessary must be approved by the Board.

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