



Bowls Alberta



AWARDS & RECOGNITION COMMITTEE

Objective

The Awards and Recognition Committee is a standing committee of Bowls Alberta (BA). It exists to develop and facilitate programs for the recognition of outstanding achievements and contributions of clubs and affiliated members of BA in accordance with BA's mission, vision, and values.

Committee Composition

The BA Board of Directors shall appoint a Chairperson for the Committee.

Committee Members:

1. The membership of the committee shall be comprised of between three (3) and five (5) members, one of whom is the Chairperson. One member of the committee should be a BA Director at Large to act as either the Chairperson or as a liaison to the Board.
2. All other committee members shall be appointed by the Chairperson and approved by the Board of Directors. Committee members are appointed for a term of two years.
3. Committee members must be a member in good standing of a BA member club.
4. The BA President and the Executive Director shall be ex-officio and non-voting members of the committee.

Duties and responsibilities of the Chairperson:

1. Appoint the members of the committee. Members should be from various zones of the province.
2. Call and chair the meetings of the Committee.
3. Make regular reports to the Board.
4. Prepare an annual report and present it to the membership at the AGM.

Governance

1. The committee reports to the BA Board of Directors who oversee and approve the work of the committee.
2. Committee meeting minutes are to be kept and reported to the Board and copies should be kept on file at the office.
3. A quorum for committee meetings is set at a majority of its members.
4. Committee members are expected to attend at least 75% of the meetings. If a member misses two consecutive scheduled meetings without prior notification, they are removed from the committee and the Chairperson may appoint a replacement to complete their term.

Compliance

Committee members are subject to the BA policies (including the code of conduct and conflict of interest policy). It is essential that committee members make decisions for the full Alberta lawn bowling community and not allow personal or their own club interests dictate their input and decision making. They are required to complete and submit a completed Conflict of Interest Form to the office at the start of their appointment. They are also obligated to disclose any real or perceived conflict of interest and refrain from the discussion of and voting on any such conflicted item at committee meetings.

Responsibilities and Deliverables:

1. Develop a provincial awards system that recognizes and celebrates outstanding achievements and contributions by affiliated members in roles of athletes, coaches, umpires, promoters of our sport, and any volunteer position within the province. This includes but is not limited to:
 - evaluating and revising the existing Long-Term Service and Volunteer of the Year Awards
 - reviewing the awards given for gold, silver, and bronze of each championships
 - reviewing the use of presentation medals and if changes are recommended
 - reviewing the annual club pennants awarded for accomplishments of club members
2. Propose a Club Award system that aligns with the Bowling Program, Athlete Development, Youth Development and the Marketing Committees.
3. Encourage clubs to make use of the 'awards' and initiatives available from Bowls Canada.
4. Develop a sponsorship program whereby individuals and businesses can contribute to sponsorship of an event or an award.
5. Ensure clubs and affiliated members are aware of the Wall of Fame section of our website and encourage nominations for this recognition.
6. Annually review and make recommendations for the 'Awards' section of the BA website.
7. Prepare an annual Awards Program proposed budget, with assistance from the Executive Director, and submit it prior to Jan. 30th. The budget will be reviewed by the Finance Committee and the full budget approved by the Board of Directors.
8. Review these Terms of Reference and recommend changes for approval by the Board.

Resources

The Committee will receive the necessary resources from BA to fulfill its mandate. The Committee may, from time to time, receive administrative support from BA.

Communications

Meetings and communications shall typically be video or telephone conference calls (set up with assistance from the BA office), face to face meetings, email, and other electronic communication platforms as called by the Chairperson.

Approval

The Terms of Reference were updated by the Board of Directors of Bowls AB on Jan. 5, 2022.