

## Mandate

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The Volleyball BC Awards Committee is a program committee of Volleyball BC (VBC). Its role is to oversee the Hall of Fame program of Volleyball BC, advise on the Volunteer Recognition program, and to nominate members from the volleyball community in British Columbia for provincial, national or international awards, as opportunities arise.

## Key Duties

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The Committee will perform the following key duties:

- Oversee the Hall of Fame program, which has its primary objective to celebrate those individuals and teams who have made a significant contribution to volleyball in British Columbia (categories of recognition include Athlete, Team, Coach, Builder, and Official). Key duties include:
  - Establish the policies, criteria and timelines for the Hall of Fame program.
  - Actively promote the Hall of Fame program.
  - Select award recipients each year, in accordance with the policies, criteria and timelines.
  - Provide feedback to improve the selection process.
- Advise on the Volunteer Recognition program, which has its primary objective to recognize outstanding volunteer contributions to the youth volleyball system in British Columbia. Key duties include:
  - Assess the overall recognition program offered by Volleyball BC to ensure no duplication of awards.
  - Actively promote the Volunteer Recognition program.
  - Assess the need for new award categories as opportunities arise.
- Actively seek opportunities to nominate members of British Columbia's volleyball community for local, provincial, national and international awards (e.g. local volunteer awards, BC Sport Hall of Fame, Volleyball Canada Hall of Fame, Coaching Canada Geoff Gowan Award).
- Serve as an ambassador for Volleyball BC through interactions with players, coaches, staff, volunteers, partners, sponsors and donors at all levels.
- Support, promote and attend Volleyball BC events, particularly the Hall of Fame and Volunteer Awards Banquet.
- Perform such additional tasks as may be assigned to the Committee by the Board or by the Chief Executive Officer.

The Chair person, in addition to reviewing nominations, will organize the work of the Committee, including:

- Set the agenda for and chairing meetings,
- Assign nominations for review to Committee members,
- Ensure nominations are assessed according to criteria and timelines,
- Compile the final recommendations, including successful inductees and nominations to be carried over to future years, and
- Document feedback to improve future selection processes.

The staff person, in addition to reviewing nominations, will coordinate work related to the Awards Banquet, including:

- Provide administrative assistance to the Chair person in support of the selection process,
- Coordinate awards and prizing for award recipients,
- Coordinate all aspects of the banquet and ceremony, and
- Invite guests of honour, including inductees, past Hall of Fame inductees, lifetime members of Volleyball BC, and others as determined by the committee.

## **Authority**

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The Committee will make recommendations for input from the membership and approval of the Board of Directors.

The Committee can form sub-committees whenever necessary to facilitate the Committee's work.

The Committee's plans (annual, quadrennial, etc.) and the annual budget must be approved by the Chief Executive Officer.

## **Composition**

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The Committee will be composed of a Chair and four additional members who are alumni of Volleyball BC (former players, coaches, VBC staff, officials, or volunteers). The Chief Executive Officer (or assigned employee) is ex-officio member of the Committee. Other members will be added with expertise deemed required by the Chair and/or Board of Directors.

## Appointment

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The staff person will be identified by the Chief Executive Officer, and the Board of Directors shall appoint the Chair person. Together, the Chair person, Chief Executive Officer and staff will nominate all other Committee members.

The chart below outlines the current terms of inaugural Committee Members. After these terms have been completed, new and/or returning Committee Members will hold 2-year terms, except for the Chair who will hold a 3-year term. Terms may be renewed to a maximum of six consecutive years. Terms will commence April 1<sup>st</sup> of each year.

Nominations for Committee membership should be solicited from the volleyball community.

When approving the Committee membership, the Chair, Chief Executive Officer and staff will consider the ability and experience of the candidate as well as the diverse nature of Volleyball BC's membership, including gender and geographic location as weighting for approval.

Current terms of inaugural Committee Members:

Committee member	Length of current term	Current term begins	Current term ends	Member since
Doramy Ehling (Chair)	3 years	April 1, 2018	March 31, 2020	2014
Charles Parkinson	3 years	April 1, 2018	March 31, 2020	2014
Jenny Black	2 years	April 1, 2018	March 31, 2020	2014
Mike Rockwell	2 years	April 1, 2018	March 31, 2020	2014
Jerry Story	2 years	April 1, 2018	March 31, 2020	2018
Adrian Goodmurphy (Director of Operations)	ongoing			2016

## Meetings & Time Commitment

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The Committee will meet by telephone or in person, as frequently as required. Meetings will be at the call of the Chair.

- Nominations for the Hall of Fame will be accepted annually until September 15<sup>th</sup>.
- Between Sept 15<sup>th</sup>-30<sup>th</sup> the VBC Staff person will review all nomination packages and work with any nominators in order to put forward the strongest nomination package to be seen by the committee.
- The review process will be coordinated by the VBC staff person. Newly submitted nominations, as well as nominations carried over from past years, will be distributed to committee members for review and ranking to be completed during first two weeks of October.

- A meeting to discuss the reviews and rankings will occur on or around October 15<sup>th</sup>. Any required follow up that arises from this meeting will be distributed among committee members, and final decisions will be made by the end of October.
- Inductees will be announced in early November.
- All Committee members will be invited to attend the Hall of Fame and Volunteer Awards Banquet in early February.
- A debrief meeting will be held by the end of March to discuss improvements for next year, and to orient new Committee members.
- Throughout the year, committee members will actively promote the Volleyball BC Hall of Fame program, and encourage stakeholders to submit nominations.

### Sample Timeline

Sept 15, 2015	Nominations Close. Staff member reviews all nominations and assists nominators with any incomplete packages over 2 weeks to ensure the strongest version of their package is put through to the committee.
September 30, 2015	Nominations Deadline. Chair and staff person distribute nominations and reviewer forms to committee members.
October 1-14, 2015	Committee members review nominations and provide rankings for each category.
October 15, 2015	Committee convenes to discuss nomination rankings for each category. If additional information is required, the Committee will endeavour to attain this information within 2 weeks and share with colleagues via email or teleconference.
October 31, 2015	Final decisions for Hall of Fame inductees determined by Committee.
November 1, 2015	Staff person sends letter to formally notify inductees and works with Communications Manager to announce inductees.
February 6, 2016	Attend Awards Banquet.
March 9, 2016	Debrief meeting to discuss Hall of Fame selection process, review Excellence Awards program if needed, and discuss nominating candidates for provincial, national, international awards.
March –September	Promote the Hall of Fame & Excellence Awards program, and seek opportunities to nominate Volleyball BC members for external awards.

### **Resources**

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The Committee will receive the necessary resources from Volleyball BC to fulfill its mandate. The Chief Executive Officer has final authority on all staffing and expenses.

### **Reporting**

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The Chief Executive Officer will update the Board on the activities of this committee.

### **Approval & Review**

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*The Terms of Reference were amended by the Awards Committee of Volleyball BC on June 6<sup>th</sup>, 2019.*

The Board of Directors will review these Terms of Reference periodically and will make changes, if warranted.