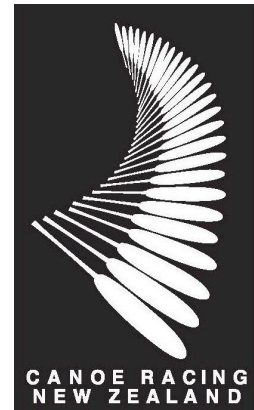


HONOURS & AWARDS COMMITTEE

TERMS OF REFERENCE



1 Honours & Awards Committee Role

- 1.1 The Board of Canoe Racing New Zealand at its Board meeting on 1 October 2011 approved the Sports and Recognition Awards Guidelines (“Guidelines”). These replaced the previously approved Member Recognition System.
- 1.2 The Honours & Awards Committee has the following responsibilities:
 - 1.2.1 To oversee that the Guidelines are correctly followed: and
 - 1.2.2 To recommend to the Board for approval up to six individuals to the Awards Panel annually; and
 - 1.2.3 To consider any nomination for Life Membership of Canoe Racing NZ and present a special resolution awarding Life Membership to delegates at an Annual Meeting.
 - 1.2.4 To consider any nomination for an Excellence Award and make a recommendation to the Board.
- 1.3 The Honours & Awards Committee is a sub-committee of the Canoe Racing New Zealand Board.
- 1.4 These are the terms of reference to enable the Honours & Awards Committee to fulfil their responsibilities.

2 Honours & Awards Committee Membership

- 2.1 The Honours & Awards Committee will comprise a minimum of at least two members (and a maximum of four) of which, all members must all be members of the Board.
- 2.2 A quorum for any Honours & Awards Committee meeting will be two members.
- 2.3 The composition of the Honours & Awards Committee will be rotated to ensure the Honours & Awards Committee benefits from a balance of continuity and the different perspectives of new members. At least one new member will join the Honours & Awards Committee every three years. Membership of the Honours & Awards Committee is to be reviewed by the Board at least every three years.
- 2.4 Honours & Awards Committee members are appointed and removed with Board approval.

3 Honours & Awards Committee Chair

- 3.1 The members of the Honours & Awards Committee will appoint or reaffirm a Chair of the sub-committee annually.

4 Meeting Frequency

- 4.1 The Honours & Awards Committee will meet as required to address areas within its responsibility.
- 4.2 The Honours & Awards Committee meetings will be recorded in writing.

5 Authority

- 5.1 The Honours & Awards Committee is authorised by the Board to:
 - 5.1.1 Seek relevant information they may require from any available source.
 - 5.1.2 Have access to Canoe Racing NZ records, documents and correspondence relating to matters within the areas of the Honour & Awards Committee's responsibilities including confidential documents.
- 5.2 Nothing in these terms of reference shall create any executive power of the sub-committee other than to make recommendations to the Annual Meeting and the Board as outlined in 7.1.

6 Reporting

- 6.1 The Chair of the Honours & Awards Committee will provide a report of the key points of each meeting to the next Board meeting.

7 Responsibilities

- 7.1 Under the Guidelines the Honours & Awards Committee has the following responsibilities:
 - 7.1.1 To consider any nomination for Life Membership of Canoe Racing New Zealand and present a special resolution awarding Life Membership to delegates at an Annual Meeting.
 - 7.1.2 To consider any nomination for an Excellence Award and make a recommendation to the Board.
- 7.2 The general criteria for Life Membership is as follows:
 - 7.2.1 More than 20 years of service to the sport.
 - 7.2.2 Consideration is given to positions held, specific contributions that have supported the growth of the sport and overall value delivered to the sport.
- 7.3 The general criteria for an Excellence Award is as follows:
 - 7.3.1 Exceptional level of achievement or contribution to the sport.
- 7.4 The sub-committee is responsible for ensuring that any nomination for Life Membership or an Excellence Award meets the general criteria