



# Awards Committee Terms of Reference

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## **Purpose**

The Awards Committee oversees the nomination and selection process for the Annual Awards.

## **Core Values for Guiding the Committee**

The Awards Committee is guided by Softball BC's values, as stated in the strategic plan. The committee recognizes that the culture at the committee level should reflect Softball BC's culture and expectations.

## **Key Duties**

- Set the plan to market and promote external award programs within BC; ie, Sport BC, ISPARC.
- Solicit nominations for internal and external awards.
- Evaluate nominations for awards against the established criteria.
- Recommend to the Board of Directors recipients of each Softball BC award.
- Review no less than every two years, the criteria for all Softball BC Recognition and Awards.

## **Authority**

The Committee will exercise its authority in accordance with the provisions as set out in these Terms of Reference.

## **Composition**

The Committee will be comprised of at least 5 members from the Softball BC community. The Executive Director, with the approval of the Board of Directors, will appoint committee members from a pool of volunteers curated by staff who provide support to the Committee. Efforts will be made to ensure geographic and minor and adult community representation.

The appointed members of the Committee will serve one-year terms, renewable. The Chair of the committee will be appointed annually by the Board of Directors.

The President or designee may serve as an ex officio member of the Committee, but does not have a vote.

The Committee will be supported through the Executive Director or their designate. The Softball BC staff support representative does not have a vote.

Should a vacancy occur on the Committee for any reason, the Executive Director may appoint a qualified member to fill it.

**Meetings**

The Committee will meet by videoconference or in person, as required. The Chair will call meetings. At a minimum, the committee shall meet three (3) times per year.

Each committee member, along with the chair, will have one vote. Voting shall be by simple majority

**Resources or Support**

The Committee will receive the necessary resources from Softball BC to fulfill its mandate. The Committee will receive administrative support from Management, as determined by Management in collaboration with the Chair.

**Responsible to**

The Committee reports to the Executive Director (or their designate). Written or verbal status reports shall be provided to the Board by the Chair when requested.

**Evaluation**

The Executive Director and the Chair of the Committee will evaluate the Committee's performance. Support may be provided through other staff as needed. The Committee's performance will be assessed against the achievement of yearly objectives/deliverables and the fulfillment of the key duties outlined in these terms of reference.

**Review and Approval of Terms of Reference**

The Executive Director will review these Terms of Reference regularly, with input from the Committee as required.

**Other**

All members of the Committee shall be members in good standing of Softball BC and shall abide by Softball BC policies with respect to code of conduct, privacy and confidentiality.

Date of Approval: April 14, 2026

Date of Review: February 1, 2028

**APPENDIX A**  
**Policies and Standard Operating Rules Editing Cycle**

*(Approved by the Board of Directors on June 17, 2025)*

<b>Time</b>		<b>What</b>	<b>Who</b>
March 2 to July 31	151 days	Motions	Members
Aug 1 to Sept 30	60 days	Formulate edits to SORs - Cross portfolio consultation *	Council / Office
Oct 1 to Oct 31	30 days	Review language and alignment	Governance/ Board of Directors
Nov 1 to Nov 30	30 days	Member Consultation - Town Hall(s)	Office/ Governance
Dec 1 to Dec 31	30 days	Rewrite SORs	Councils / Office
Jan 1 to Jan 31	30 days	Final Approval	Governance/ Board of Directors
Feb 1 to Feb 28	30 days	Document production (online)	Office
March 1	New SORs available		