



Hall of Fame Committee Terms of Reference

Purpose

The Hall of Fame Committee oversees the nomination and selection process for the Softball BC Hall of Fame.

Core Values for Guiding the Committee

The Hall of Fame 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

- Solicit and review potential nominations for inclusion in the Softball BC Hall of Fame.
- May, at its discretion, file its own nomination.
- Evaluate ALL new and, as appropriate, previous nominations against the established criteria. The committee can declare a nomination incomplete and request additional details or materials before making a final decision.
- Annually prepare recommendations to the Board of Directors in accordance with the policy.
- Review no less than every five (5) years, the criteria for all Hall of Fame categories.

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 no less than 3 members with knowledge of the softball communities (fastpitch and slo-pitch, men's & women's, youth and adult) within British Columbia. The Board of Directors will appoint committee members from a pool of volunteers curated by staff who provide support to the Committee. Committee members do not have to be members of Softball BC.

The appointed members of the Committee will serve one-year terms, renewable. The ex officio Chair 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 Board of Directors 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 member of the committee, 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 Board of Directors via 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 Committee Chair 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

Committee members shall abide by Softball BC policies regarding the 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)

Time		What	Who
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		

* If it has the effect of altering a playing regulation, it must be discussed with the Umpire Advisory Council. If it involves both minor and senior players, both councils must support it.