



Saskatchewan Cheerleading Association

Committee Terms of Reference

Awards Selection Committee

NAME & TYPE	Awards Selection Committee – Standing
COMPOSITION	<p>The Committee shall consist of at a minimum three and at maximum eight individuals and must include the following who may vote:</p> <ul style="list-style-type: none"> • Two Members of the Board of Directors; • One member from the Cheerleading community; <p>Committee members must not be a reference for any of the scholarship applicants. The composition of the Committee shall be reviewed annually.</p>
SERVING TERMS	<ul style="list-style-type: none"> • Chair: two-year term • If only one other board/committee member is selected, that member will have the option for a one-OR-two-year term • If two or more board/committee members are selected <ul style="list-style-type: none"> ○ Min of one, max of two positions: one year term ○ Min of one, max of two positions: two-year term • Executive Director and/or staff: on-going
APPOINTMENT OF CHAIR	The Chairperson shall be a competent member on the committee, who is willing to be the chair and is agreed upon by the committee members.
DECISION-MAKING PROCESS	Decisions shall be made by majority vote. Tie votes shall be reported to the Board who shall decide the issue.
AUTHORITY DELEGATED	The Committee shall select the recipients for the SCA Scholarships as well as the SCA Coach of the year.
TIMEFRAME/ REPORTING/ DEADLINE/DISSOLUTION	The committee shall report the recipients to the Executive Director no later than March 10.
MEETINGS	The Committee will meet as needed at the request of the Committee Chair.
STAFF SUPPORT	The Committee will receive the necessary staff resources from SCA to fulfill their mandate.
COMMUNICATION WITH BOARD	The Committee Chair will submit a written report to the Board of Directors detailing the activity of the Committee.
COMMUNICATION WITH EXECUTIVE DIRECTOR	The Committee Chair will communicate with the Executive Director.
SPECIFIC AREAS OF RESPONSIBILITY	<p>The Committee will perform the following key duties:</p> <ul style="list-style-type: none"> • Review, revise and submit recommendations on any adjustments required on the SCA Scholarship Application

		<ul style="list-style-type: none"> • Review, revise and submit recommendations on any adjustments required on the SCA Coach of the Year nomination form • Review all SCA scholarship applications and associated letters of reference • Review all SCA coach of the year nominations and related materials • Meet and discuss all applications and considerations for recipients • Select the scholarship and coach of the year recipients via vote • Approve the Volunteer of the Year award recipient as recommended by the executive director and president • In the event a Committee member declares a conflict of interest related to an applicant, the following evaluation process will be administered: <ul style="list-style-type: none"> 1) All Committee members, including the conflicted member, will participate objectively and fairly in the evaluation of each applicant submission using established rating process, criteria and matrix. 2) If the conflict application rates in the top three aggregate scores, the Committee Chairperson will remove the ratings of the conflicted Committee member from the aggregate ratings and resubmit the aggregate scores to the Committee for review. At the committee's discretion, the bottom three aggregate scores can also be removed and reviewed again. 3) If the conflicted submission remains in the top three aggregate scores, a Committee discussion will take place to review all ratings and reviewer comments.
APPROVAL REVIEW DATE		<p>Approved on: April 15, 2019</p> <p>Revised and approved on: June 3, 2023</p>
Other		