



## Saskatchewan Cheerleading Association

### Committee Terms of Reference

#### Awards Selection Committee

<b>NAME &amp; TYPE</b>	Awards Selection Committee – Standing
<b>COMPOSITION</b>	<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"> <li>• Two Members of the Board of Directors;</li> <li>• One member from the Cheerleading community;</li> </ul> <p>Committee members must not be a reference for any of the scholarship applicants nor may they be a nominator for any of the awards. The composition of the Committee shall be reviewed annually.</p>
<b>SERVING TERMS</b>	<ul style="list-style-type: none"> <li>• Chair: two-year term</li> <li>• If only one other board/committee member is selected, that member will have the option for a one- OR two-year term</li> <li>• If two or more board/committee members are selected <ul style="list-style-type: none"> <li>○ Min of one, max of four positions: one year term</li> <li>○ Min of one, max of four positions: two-year term</li> </ul> </li> <li>• Executive Director and/or staff: on-going</li> </ul> <p>The call for committee members will be sent in June, application deadlines will be communicated accordingly. Committees will be set by mid-July of each year and run until the new committee is selected the following year.</p>
<b>APPOINTMENT OF CHAIR</b>	The Chairperson shall be a competent member on the committee, who is willing to be the chair and is appointed by the Governance Committee. Alternately, the appointment of the chair may be done by a majority vote of the committee members.
<b>DECISION-MAKING PROCESS</b>	Decisions shall be made by majority vote. Tie votes shall be reported to the Board who shall decide the issue.
<b>AUTHORITY DELEGATED</b>	The Committee shall select the recipients for the academic scholarships, existing awards (Coach of the year, Judge of the Year, Volunteer of the Year, and Athlete of the Year), as well as any other awards approved by the Board of Directors.
<b>TIMEFRAME/ REPORTING/ DEADLINE/DISSOLUTION</b>	The committee shall report the recipients of all awards to the Executive Director no later than March 1st.
<b>MEETINGS</b>	The Committee will meet as needed at the request of the Committee Chair.
<b>STAFF SUPPORT</b>	The Committee will receive the necessary staff resources from SCA to fulfill their mandate.

<b>COMMUNICATION WITH BOARD</b>	The Committee will maintain minutes of its meeting and will make those minutes available to Committee members and the Board of Directors. The committee shall give a verbal report at all regular board meetings.
<b>COMMUNICATION WITH EXECUTIVE DIRECTOR</b>	The Committee Chair will communicate with the Executive Director.
<b>SPECIFIC AREAS OF RESPONSIBILITY</b>	<p>The Committee will perform the following key duties:</p> <ul style="list-style-type: none"> <li>• Review, revise and submit recommendations on any adjustments required on the SCA Academic Scholarship application</li> <li>• Review, revise, and submit recommendations on any adjustments required on the SCA Coach of the Year, Judge of the Year, Volunteer of the Year, and Athlete of the Year nomination packages</li> <li>• Review all SCA scholarship applications and associated letters of reference</li> <li>• Review all SCA award nominations and related materials</li> <li>• Meet and discuss all applications and considerations for recipients</li> <li>• Select the scholarship and awards recipients via vote</li> <li>• 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"> <li>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.</li> <li>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.</li> <li>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.</li> </ul> </li> </ul>
<b>APPROVAL REVIEW DATE</b>	Approved on: April 15, 2019 Revised and approved on: June 1, 2024
<b>Other</b>	