

SportsAid

National Awards Committee – Terms of Reference

Status

The National Awards Committee is a formal sub-committee of the SportsAid Board of Trustees. The Committee is a standing committee.

Function

The function of the National Awards Committee is to:

- Determine the national policy on all matters related to SportsAid Awards with input from the other national athlete funding agencies (Sport England and UK Sport);
- Regularly review the efficiency and effectiveness of the nomination process;
- Review SportsAid's working relationships with national governing bodies and with those who wish to be able to apply to SportsAid;
- Allocate yearly quota per sport; and
- Agree the size and make-up of the SportsAid Awards.

Composition

The membership of the National Awards Committee will consist of the following:

- At least two members of the SportsAid Board of Trustees;
- One representative from Sport England's Talent Investment Team (ex-officio);
- Two NGB representatives - one from a disability sport;
- CEO of SportsAid (ex-officio);
- SportsAid National Awards Manager (ex-officio); and
- Up to two representatives of the SportsAid Regions (ex-officio).

Terms of Office

The term of office for trustee members will follow their terms of office as a trustee.



Last Updated: July 2017
Next Review Date: July 2020

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The NGB representatives will serve a maximum of two terms of three years each.

Chair

The Chair of the Committee will be one of the trustee members of the Committee. The Chair of the Committee will be determined by the Board of Trustees.

Quorum

A National Awards Committee meeting will be quorate if three or more voting members are present. This includes members calling in via telephone or video-conference.

Meeting Frequency

The National Awards Committee will meet at least three times a year, in line with the phases of the Awards year; nomination process review (February/March), allocation review (June/July) and sport/quota review (September/October).

An extraordinary meeting can also be called by the SportsAid National Awards Manager, the CEO or Chair of the Committee in response to exceptional changes.

Votes

If a decision requires a vote it shall be passed by a simple majority of voting members. Every member shall have one vote and in the case of an equality of votes, the Chair of the meeting shall be entitled to a casting vote.

Records

Formal minutes will be taken by the National Awards Manager or the CEO in their absence. The minutes will be circulated as soon as possible after any meeting to all members of the Committee.



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