

POLICY	Governance
TITLE:	PA Honours and Awards Panel Terms of Reference
AREA:	Sports Services
RESPONSIBILITY:	COO and Sports Services and Events Coordinator
RELATED POLICIES:	Various
DRAFTED BY:	COO/CEO
DATE APPROVED:	13 February 2021
APPROVED BY:	Paddle Australia
NEXT REVIEW:	February 2023

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1. AUTHORITY AND OVERVIEW

1.1. Honours and Awards Panel Purpose and Authority

- 1.1.1 Paddle Australia (PA) is the national governing body in Australia for the sport of paddling, as recognised by the International Canoe Federation (ICF).
- 1.1.2 The Honours and Awards Panel (Panel) is an Authorised Panel as defined under the PA Committee Structure Policy.
- 1.1.3 The Panel exists under delegated authority from the Board to make decisions in respect of certain honours and awards to be conveyed by PA under the PA Honours and Award Policy.
- 1.1.4 The Panel also exists to make recommendations to the Board regarding Life Membership of PA and in respect of any awards not included in the PA Honours and Award Policy.
- 1.1.5 Pursuant to the organisation's constitution, the Board authorises the Panel, within the scope of its duties and responsibilities set out in these Terms of Reference, to:
 - i) Perform the activities required to address its responsibilities and make recommendations to the Board;
 - ii) Proactively consider and make recommendations to the Board on policies and rules related to awards generally; and
 - iii) Ensure a collaborative, innovative, consistent approach to discussions around awards within the PA community.
- 1.1.6 The Panel shall have unrestricted access to management, employees, and information it considers relevant to its responsibilities under these Terms of Reference. Such access will normally be through the CEO.

1.2. Honours and Awards Panel Terms of Reference

- 1.2.1 These Terms of Reference (ToRs) are designed to provide a framework for the operation and roles and responsibilities of the PA Honours and Awards Panel.
- 1.2.2 These ToRs are approved and reviewed by the Board from time to time.
- 1.2.3 Any individual with any questions regarding the interpretation or operation of these ToRs should contact the CEO (ceo@paddle.org.au).

2. DEFINITIONS

In these Terms of Reference (ToRs) the following words will have the following meaning:

"Board"	means the PA Board of Directors
"Chair"	means the Chair of the Panel who is appointed by the Board
"SSEC"	means the PA Sports Services and Events Coordinator
"COO"	means the PA Chief Operating Officer
"CEO"	means the PA Chief Executive Officer
"Members"	means the Committee members.

“Panel”	means the PA Honours and Awards Panel
“SPA”	means a State Paddle Association of PA
“Affiliated Club”	means a Club that is affiliated to an SPA

3. HONOURS AND AWARDS PANEL OPERATIONS

3.1. Policies and Documents

3.1.1 Members of the Panel shall be bound by all PA Policies including but limited to:

- a) PA Code of Behaviour
- b) PA Conflict of Interest Policy
- c) PA Member Protection Policy
- d) PA Privacy Policy

3.1.2 The Panel has responsibilities for, or that are specified in, the following documents:

- a) PA Honours and Awards Panel Terms of Reference
- b) PA Annual Awards Policy
- c) PA Life Member Policy
- d) PA Hall of Fame Policy

3.2. Honours and Awards Panel Membership

3.2.1 The objective of the Board is to ensure that there is an appropriate mix of knowledge and experience on the Panel.

3.2.2 All Members of the Panel shall be approved by the Board. Factors to be taken into consideration by the Board in assessing the merits of a nomination include, but are not limited to:

- a) the skillset which is required to fulfil the Roles and Responsibilities of the Panel;
- b) the state of residence of the nominee, noting the desire to have a range of states represented on the Panel, where practical;
- c) the make-up of the Panel in terms of diversity of gender; age; background; disability and ability; and general experience;
- d) cultural fit with the values and objectives of Paddle Australia; and
- e) background within paddle sports and standing with the paddling community.

3.2.3 The Panel shall normally consist of between three (3) and five (5) Members.

3.2.4 Board Members may be represented on the Panel however the majority of Members should be independent.

3.2.5 The Board and the Panel should encourage nominations from individuals that they consider have the appropriate skills and knowledge to contribute to the recognition of the paddling community and having regard to 3.2.2 above.

3.2.6 If, at any time, the Board considers that the candidates nominated do not allow for the objective in 3.2.1 to be met, it may encourage other individuals to nominate for the Panel.

3.2.7 Members will normally serve on the Panel for a 3-year term. Members may be nominated for a further term(s) at the end of each term.

3.2.8 PA's Sports Services and Events Coordinator (SSEC) shall be an ex-officio member of the Panel and shall be responsible for taking minutes of the meetings.

3.3. Honours and Awards Panel Chair

3.3.1 The Board shall propose and appoint the Chair of the Panel.

3.3.2 Ideally the Chair should be independent of the Board.

3.4. Honours and Awards Panel Meetings

3.4.1 The Panel will be required to meet a minimum of two (2) times in each calendar year. The meetings will typically be held in August and October of each year.

3.4.2 If it is deemed that a meeting(s) needs to be held outside the agreed schedule of meetings set in 3.4.1 above, the Chair may call a meeting(s) with the agreement of the Members and the SSEC.

3.4.3 All Panel meetings will be held via teleconference.

3.4.4 Unless all members agree to hold a meeting at shorter notice (which agreement shall be sufficiently evidenced by their presence) not less than seven (7) days' notice of the meeting of the Panel shall be given to each Member by the Chair. The agenda shall be forwarded to each member not less than three days prior to such meeting.

3.4.5 The Chair shall preside at every meeting of the Panel. If the Chair is not present or is unwilling or unable to preside, the Members shall choose one of their number to preside as Chair for that meeting only.

3.4.6 At any meeting of the Panel, all persons participating shall be able to communicate with each other effectively. A majority of the Members of the Panel shall be required to constitute a quorum.

3.4.7 If a failure in communications prevents the condition set out in 3.4.6 from being satisfied, then the meeting shall be suspended until the condition set out in 3.4.6 is satisfied again. If such condition is not satisfied within fifteen (15) minutes from the interruption the meeting shall be deemed to have terminated.

3.4.8 Decisions arising at any meeting of the Panel shall be decided by a majority of votes and all decisions shall for all purposes be deemed a determination of the Panel. All members shall have one vote on any motion put to the Panel. The Chair shall also have a casting vote where voting is equal.

3.4.9 A procedural defect in decisions taken by the Panel shall not result in such decision being invalidated.

3.4.10 Minutes of all Panel meetings shall be taken by the SSEC, or another Member of the Panel if the SSEC is unavailable. Draft minutes shall be reviewed by the Chair and circulated for the consideration of the Members as soon as practicable after the meeting has been held. A copy of the minutes shall be provided to the SSEC.

3.4.11 A resolution by electronic mail that has been signed or assented to by all the Members shall be as valid and effectual as if it had been passed at a meeting of the Panel duly convened and held.

3.4.12 Members will be invited to disclose conflicts of interest at the commencement of each meeting. Ongoing conflicts of interest need not be disclosed at each meeting once acknowledged.

3.4.13 Where Members or invitees are deemed to have a real or perceived conflict of interest, as determined with reference to the PA Conflicts of Interest Policy, they will be excused from Panel discussions where the conflict exists and excluded from any vote.

4. PANEL ROLES AND RESPONSIBILITIES

The Panel shall have the following roles and responsibilities:

4.1. PA Annual Awards

4.1.1 Determining the winners of each award as outlined in the PA Annual Awards policy, as amended from time to time, with the exception of the President's Award and Life Membership of Paddle Australia.

4.1.2 If it is deemed an individual, team or group should be put forward as a Finalist or Winner for the following awards, putting forward that person/s for recognition;

a) Paddler of the Year (all categories)

b) Coach of the Year

c) Team of the Year

d) The Olegas Truchanas Canoeing award

e) Service to Paddling award

f) Excellence award

g) Award of Merit

4.1.3 The selection of any recipient of the President's Award shall be determined independent of the Committee.

4.2. Life Membership

4.2.1 Provide recommendations to the Board on the suitability of nominations received by the Members for Life Membership of PA, to be put forward at the PA Annual General Meeting as per the PA Life Membership Policy.

4.3. Hall of Fame

4.3.1 Maintain the register of the PA Hall of Fame inductees.

4.3.2 Members of the Panel are also eligible to be nominated by the Board of PA to form part of the Selection Panel for the selection of individuals to be inducted into the PA Hall of Fame, in accordance with the PA Hall of Fame Policy.

4.4. National Honours

4.4.1 Where appropriate, recommend individuals or groups to the Board to be considered for nomination for external awards and/or Australian Honours.