



Terms of Reference for the Honours and Awards Committee Eastern Region

1. Purpose

Provide oversight and support of the honours and awards programs within the Eastern Region. The committee ensures that recipients are chosen in a fair, transparent, and consistent manner in accordance with the organization's values, policies, and established criteria.

The committee shall consider nominations received for the following honours at an Eastern Region level and, in accordance with the set criteria choose to approve or decline those nominations.

- Regional Life Service Award
- Regional Distinguished Service Award
- Regional Service Award
- Innovation Award

The committee shall also consider nominations received for the following Eastern Region Awards of Excellence and determine a regional winner in each category from the nominations provided.

- Junior Surf Contribution of the Year
- Volunteer of the Year

The Honours and Awards Committee may be called upon to provide support, guidance or recommendations to other regional committees in the selection of awards however the final selection of those awards will be determined by the committee stated in the awards booklet.

2. Objectives

- To evaluate nominations for various honours and awards and make final decisions.
- To ensure transparency, fairness, and inclusivity in the award selection process.
- To maintain confidentiality and integrity throughout the selection process.
- To provide support of and feedback on the honours & awards process to SLSNZ staff.

3. Committee Structure

The committee shall consist of a minimum of one member from each local area within the Eastern Region (Coromandel, Bay of Plenty & Gisborne/Tairāwhiti), additional members may be co-opted by the committee provided they meet the criteria outlined section 4. Appointment.

The committee shall appoint a chairperson from its elected members who shall liaise with SLSNZ staff to collect nominations and provide the committee decisions.

A SLSNZ staff member may be invited to attend meeting to assist with administrative functions however will have no vote in relation to committee decisions.



In it for life

4. Appointment:

Appointment of committee members shall be made via an expressions of interest process, the National Honours and Awards Committee shall consider the EOI's received in consultation with Eastern Region staff. When considering who should be appointed to the Honours and Awards Committee the panel shall consider the current diversity on the Regional Honours and Awards Committee and the following factors about the applicants:

- (a) their knowledge of Surf Life Saving;
- (b) the extent of their networks within the SLSNZ membership;
- (c) their years of experience at a local and regional level;
- (d) their capability;
- (e) their integrity and reputation; and
- (f) their independence and any conflicts of interest

5. Term:

1. The appointment of the Committee will be made by the end of February each year.
2. Expressions of interest will be sent out in mid-January and will close by mid-February.
3. Terms of each of the Committee members will be where possible two (2) years with 50% of the committee up for reappointment every alternative year.
4. Existing members may apply to stand again.

6. Authority and Decision-Making

The committee has the authority to:

- Review and recommend the recipients of honours, awards, or recognitions within the scope of its mandate.
- Seek further information or clarification as necessary to ensure informed decision-making.
- Make decisions by consensus where possible, or through a majority vote when consensus cannot be reached.
- Approve or reject nominations based on the current criteria and the strength of the nomination.

7. Meetings

- The committee shall meet at least two times per year or more frequently as required by the award cycle or events.
- Meetings may be held in person or virtually, as appropriate.
- The quorum for a meeting will be a simple majority of the appointed committee members.

8. Confidentiality

Members of the Honours and Awards Committee are required to maintain strict confidentiality about all information relating to nominations, deliberations, and the identities of potential award recipients. Breaches of confidentiality will be subject to review and possible disciplinary action.

This should not prevent the committee from seeking further information or clarification as necessary to ensure informed decision-making.

9. Amendments

The Terms of Reference will be reviewed periodically, and any changes will be approved by the SLSNZ GM of Club Capability & Support

This document is designed to clarify the roles, responsibilities, and procedures for the Honours and Awards Committee and ensure the integrity of the process.