

3. HONOURS AND AWARDS COMMITTEE

3.1 Purpose

- 3.1.1 The purpose of this Regulation is to set out the composition, responsibilities and procedures of the Honours and Awards Committee.

3.2 Commencement Date

- 3.2.1 This General Regulation shall take effect and come into force on 1 March 2025

3.3 Definitions

- 3.3.1 The following words and phrases used in this Regulation shall mean as follows:

“**Awards Information Booklet**” means the awards booklet published by SLSNZ which is located at <https://www.surflifesaving.org.nz/about-us/awards-of-excellence/national>

“**Nomination Form**” means the nomination form published by SLSNZ which is located at <https://www.surflifesaving.org.nz/about-us/awards-of-excellence/national>

3.4 SLSNZ Honours and Awards Committee

- 3.4.1 **Honours and Awards Committee:** In accordance with the Constitution, there shall be an Honours and Awards Committee.

3.4.2 **Composition and Appointment:**

- (a) The Honours and Awards Committee shall comprise the Chair of the Board of SLSNZ or their representative and four members (one from each Region) who shall be appointed by the Board.
- (b) Committee members shall be appointed from the existing Honours and Award Committees in each region by an expression of interest process. Members are not required to be the chair of the Regional Honours and Awards Committee; however, they may also hold this position if appropriate.
- (c) SLSNZ shall call for expressions of interest from the existing Regional Honours and Awards Committees by 01 September each year, all expressions of interest must be received by 01 October that year.

- 3.4.3 **Appointment:** When considering who should be appointed to the Honours and Awards Committee, the Board shall take into account the current diversity

on the Honours and Awards Committee and the following factors about the nominees:

- (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 national level;
- (d) their capability;
- (e) their integrity and reputation; and
- (f) their independence.

3.4.4 Term of Office:

- (a) Subject to Clause 3.4.5, the term of office for a member of the Honours and Awards Committee shall be two years, beginning on November 1st (after being appointed at the October Board Meeting), ending on October 31st of the second year after their appointment.
- (b) A member of the Honours and Awards Committee may be re-appointed for subsequent and consecutive terms of office so long as they also stand on the Regional Honours and Awards Committee.
- (c) The Chair of the Board of SLSNZ or their representative will remain on the committee for the duration of their term as Chair of the Board of SLSNZ.

3.4.5 Schedule of Rotation: The Honours and Awards Committee shall determine a schedule of rotation so that there is a rotation of two members annually.

3.4.6 Role and Responsibilities: the role and responsibilities of the Honours and Awards Committee are to:

- (a) Consider nominations and make recommendations to the Board of persons it considers should be granted a Life Membership of SLSNZ.
- (b) Consider nominations and make recommendations to the Board of persons it considers should be granted a Service Award,

Distinguished Service Award, and 50 Year Badge Award (“Service Awards”).

- (c) Consider finalist nominations and make recommendation to the Board of whom it considers should be awarded the National Junior Surf Contribution of the Year Award.
- (d) Consider finalist nominations and make recommendation to the Board of whom it considers should be awarded the National Volunteer of the Year Award.
- (e) Consider finalist nominations and make recommendations to the Board of persons, groups or initiatives it considers should be granted a National Innovation Award.
- (f) To endorse/finalise the National Awards of Excellence winner for all award categories not directly judged by the Committee.
- (g) Consider nominations and make recommendations to the Board from time to time of persons it considers should be granted membership to the SLSNZ Hall of Fame.

3.4.7 Meetings:

- (a) The members of the SLSNZ Honours and Awards Committee shall, by agreement, determine which one of them will be the chair of the Committee at their first meeting.
- (b) Any reasonable expense incurred by the Committee, including travel which has been agreed in advance, will be paid for by reimbursement of receipts submitted or arranged by SLSNZ. All expenses must be agreed upon by the GM Club Capability & Support.

3.4.8 Authority and decision making: The Committee has the authority to

- (a) Review and recommend the recipients of honours, awards, or recognitions listed in 3.4.6 above.
- (b) Seek further information or clarification as necessary to ensure informed decision-making.
- (c) Make decisions by consensus where possible, or through a majority vote when consensus cannot be reached.
- (d) Make recommendations to the Board of SLSNZ to approve or reject nominations based on the current criteria and the strength of the nomination.

3.4.9 Confidentiality:

- (a) Members of the Honours and Awards Committee are required to maintain strict confidentiality about all information relating to nominations, deliberations, and the identities of award recipients.

Breaches of confidentiality will be subject to review and possible disciplinary action.

- (b) This should not prevent the Committee from making further enquiries as appropriate to point 3.4.8 (b)

3.5 Procedures:

3.5.1 Nomination for Honours and Awards: Nominations for the Honours and Awards listed in 3.4.6 must be received in accordance with the instructions set out in the Awards Information Booklet published on the SLSNZ website.

3.5.2 Recommendation to Board: Following receipt by the Honours and Awards Committee of any nominations, the Committee shall consider the nominations and make any additional enquiries it deems appropriate. It shall then forward any recommendation(s) for the recipients of honours, awards, or recognitions listed in 3.4.6 above to the Board of SLSNZ. There shall be no obligation on the Honours and Awards Committee to make any recommendation(s).

3.5.3 Board Role: On receipt of any recommendations for the recipients of honours, awards, or recognitions listed in 3.4.6 above, the Board shall accept such recommendations unless exceptional circumstances exist in relation to any proposed award holder.

3.6 Other Awards and Trophies: The Board can award other trophies and awards as set out in the Awards Information Booklet.

3.7 Amendments: This Regulation may be reviewed periodically and the Board of SLSNZ will approve any changes.