

## 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 24 March 2014.

### 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 [www.surflifesaving.org.nz/awards](http://www.surflifesaving.org.nz/awards).

“**Nomination Form**” means the nomination form published by SLSNZ which is located at [www.surflifesaving.org.nz/awards](http://www.surflifesaving.org.nz/awards).

### 3.4 SLSNZ Honours & Awards Committee

3.4.1 **Honours and Awards Committee:** in accordance the Constitution there shall be an Honours and Awards Committee.

#### 3.4.2 **Composition and Appointment:**

- (a) The Honours and Awards Committee shall comprise of the Chairman of the Board of SLSNZ and four members (one from each Region) who shall be appointed by the Board, from nominations made by the Club Chairs Committee in each Region.
- (b) SLSNZ shall call for expressions of interest from the Members of the applicable Region for any vacant position by 1 October each year. All expressions of interest from Members within the Region must be received by 1 November each year.
- (c) The Club Chairs Committee from the applicable Region for any vacant position shall select the preferred nominee from their Region and recommend this appointment to the SLSNZ Board. Nominations from the applicable Club Chairs Committee must be received by the Chief Executive by 30 November.
- (d) If there are insufficient nominations from the Members or Club Chairs Committees for the position, or a vacancy arises in the Committee (other than due to the expiry of the term of office),

the Board shall directly fill such vacancy for the remaining term of office. This would most practically be done by shoulder tapping someone in consultation with the relevant geographic Club Chairs Committee.

- (e) Club Chairs Committees would not be restricted from nominating someone who lived outside their Region to represent them.

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:** 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 January 1<sup>st</sup> (after being appointed at the December Board Meeting) ending on December 31<sup>st</sup> of the second year after their appointment. A member of the Honours and Awards Committee may be re-appointed for subsequent and consecutive terms of office. The Chairman of the Board of SLSNZ will remain on the committee for the duration of their term as Chairman 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 is 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 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.
- (d) Consider and make recommendations to the Board from time to time of persons it considers should be nominated for higher New Zealand honours.

#### 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 convenor of the Committee at their first meeting at the start of the calendar year.
- (b) The deliberations of the SLSNZ Honours and Awards Committee shall be kept strictly confidential. However this requirement shall not prevent the Committee from making such enquiries as it thinks fit in considering nominations for the awards listed in clause 3.4.6 above.

### 3.5 **Procedures**

- 3.5.1 **Nomination for Life Membership:** The Board or a Club may nominate a person in writing for Life Membership to the Honours and Awards Committee by the date specified in the Awards Information Booklet.
- 3.5.2 **Nomination for Service Awards:** Clubs can make nominations for Service Awards which must be received in writing by the Honours and Awards Committee by the date specified each year on the Nomination Form.
- 3.5.3 **Recommendation to Board:** Following receipt by the Honours and Awards Committee of any nominations for Service Awards and/or Life Membership, the Committee shall consider the nominations and make any additional enquires it considers appropriate. It shall then forward any recommendation(s) for Service Awards and/or Life Membership to the Chief Executive by the date specified in the Awards Information Booklet. There shall be no obligation on the Honours and Awards Committee to make any recommendation(s).
- 3.5.4 **Board Role:** On receipt of any recommendations for Service Awards and/or Life Membership the Chief Executive shall forward such recommendations to the Board, which 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.