



Terms of Reference Alumni and Awards Committee

Overview

1. These Terms of Reference describe the authority, mandate and responsibilities of Volleyball Canada's Alumni and Awards Committee. These Terms of Reference outline clear and specific information on how the Committee is organized, what it is trying to achieve, its decision-making authority and deliverables, who the members are, and when they meet.

Authority and Mandate

2. The Alumni and Awards Committee is an operations committee of Volleyball Canada.
3. The Committee is to provide leadership and direction to help enhance Volleyball Canada's alumni relations and oversee the awards and recognition programs.
4. The Committee serves in an advisory capacity to the Board and/or operations staff.
5. The Committee will make recommendations for input from the membership and approval of the Board of Directors as necessary.
6. The Committee may form sub-committees whenever necessary to facilitate the Committee's work.
7. Members of the Committee will act honestly and in good faith.

Membership

8. The Committee shall be composed of at least three (3) and not more than five (5) members, including a Chairperson.
9. The Chair of the Board shall appoint the chair of the committee who shall be an alumnus of Volleyball Canada.
10. Alumnus shall be broadly defined to include Volleyball Canada retired athletes and coaches (including Olympians, Paralympians, and Hall of Famers); former board members, support staff and builders of volleyball in Canada.
11. The Chair of the Committee will appoint the rest of the committee. Members will be deemed to have a solid understanding of Volleyball Canada's awards process.
12. The Committee shall have a Vice-Chair who shall be a Volleyball Canada staff. The Vice-Chair shall be a non-voting member of the committee.
13. The Board may replace the Chairperson of the Committee at any time. The Chairperson may remove any member of the Committee at any time and fill any vacancy at their discretion, with input from and in consultation with the Vice-Chair.
14. The Chairperson shall solicit nominations from Volleyball Canada's Active Members as necessary.
15. Committee members will be appointed for a term of one year, unless otherwise decided by the Chairperson.
16. The Chief Executive Officer shall be an ex-officio and non-voting member of the committee.

Approved by Board of Directors
April 28, 2021



17. Volleyball Canada's Director, Communications shall be an ex-officio and non-voting member of the committee.

Conflict of Interest

18. Any member with a potential conflict of interest shall declare such conflict when they are appointed to the Committee and at the start of any meeting at which they may be conflicted on a topic for discussion. An individual will recuse themselves from any discussion when they are in conflict.
19. Conflict of Interest will remain a standing item on the agenda for all committee meetings.

Diversity, Equity and Inclusion

20. Volleyball Canada is committed to encouraging diversity, inclusion, equity and access in its administration, policies, programs, and activities. Per its Diversity, Equity and Inclusion Policy, Volleyball Canada will work to provide Under-Represented Groups with an equitable range of opportunities to participate on this committee.

Duties and Responsibilities

21. The Committee will:
 - a. Review and adhere to the Terms of Reference;
 - b. Oversee the awards and recognition program, which has its primary objective to celebrate those individuals and teams who have made a significant contribution to Volleyball in Canada (categories include athlete, builder, coach, referee and team), including establishing the criteria and timelines for awards and recognition.
 - c. Select award recipients each year, in accordance with the criteria and timelines
 - d. Actively promote membership in and support Volleyball Canada, including promoting financial contributions from individuals, groups and/or corporations.
 - e. Support alumni activities and events, and leverage alumni talents and resources to benefit Volleyball Canada.
 - f. Serve as an ambassador for Volleyball Canada through interactions with players, coaches, staff, volunteers, partners, and donors at all levels.
 - g. Support, promote, and attend Volleyball Canada events and functions.
 - h. Perform additional tasks as may be assigned to the Committee by the Board of Directors, and/or by the Chief Executive Officer.

Procedures

22. The Committee shall keep minutes of the discussion that will be included with its findings and recommendations.
23. The Committee shall meet as necessary at the discretion of the Chairperson via conference call/web conference or in-person.
24. The Chairperson is required to call a meeting of the committee if requested to do so by:
 - a. Any committee member
 - b. The Chair of the Board of Directors
 - c. The Chief Executive Officer
25. The Chairperson, or designate, shall distribute the agenda to committee members at least 24 hours in advance of a scheduled meeting. The agenda shall include the following items:
 - a. Approval of the agenda
 - b. Approval of the minutes from the previous meeting
 - c. Declaration of Conflict of Interest
 - d. Ongoing business

Approved by Board of Directors
April 28, 2021



26. Quorum will be a majority of the committee members.

Resources

27. The Committee shall have access to resources (annual, quadrennial, etc...) from Volleyball Canada to fulfill its duties as approved by the Chief Executive Officer.

Reporting

28. The Committee will submit regular reports to the Board through the President and Chief Executive Officer.

29. The Committee will report annually to the active members through Volleyball Canada's Annual Report.

30. The Chairperson shall be invited to Volleyball Canada's Annual General Meeting to report to the active members. A designate may be selected as necessary.

31. When the Board requires the Committee to make a decision or take a position on a matter, the Committee will make its decision or determine its position by majority vote of the Committee's members.

Review

32. The Board of Directors shall review the Terms of Reference at minimum every four years.

Approval

33. These Terms of Reference were approved by the Board of Directors on April 28, 2021.

Approved by Board of Directors
April 28, 2021