

Awards Committee

Terms of reference/mandate

April 2023

1. Introduction

Awards from within the cross-country skiing community, to halls of fame, or to honorific organizations recognize athletic performance, coaching performance, officiating, individual effort, sport building, volunteerism, and exceptional contribution by media and sponsors – all of which advance the sport and build community.

2. Purpose

The Awards Committee (the “Committee”) leads the awards process to recognize excellence and support for the sport and to promote the spirit of volunteerism and dedication within the Canadian cross-country ski community.

3. Accountability

This operational committee reports to the CEO and does not have authority to make decisions on behalf of the CEO or to bind Nordiq Canada in any way, unless specifically authorized to do so by the CEO.

4. Mandate

The Committee shall make recommendations to and support the CEO as follows:

- a. Oversee the fair and impartial solicitation of nominations and selection of recipients of Nordiq Canada awards, including the Dave Rees Award, Firth Award, Volunteer of the Year, typically presented at the Nordiq Canada Annual General Meeting.
- b. Oversee the selection of the Nordiq Canada Media Award and Sponsor Award, which shall be a recommendation of Nordiq Canada staff and are typically presented at the Nordiq Canada Annual General Meeting.

- c. Assess, annually, the need to change the criteria for existing awards, change the awards given, and add new Nordiq Canada awards.
- d. Nominate worthy candidates to organizations and for merit awards that can include, but are not limited to:
 - Canada's Sports Hall of Fame
 - Canadian Ski Hall of Fame
 - Canadian Snowsports Association awards, including John Semmelink (athlete), Pat Ramage (volunteer) and Dee Read (coaching)
 - Civil awards, including Order of Canada and Governor General's Award
 - Canadian Olympic Hall of Fame
 - Coaching Association of Canada

5. Membership

- a. The committee shall be composed of a minimum of three members, including at least one female and one male member. One of these members will be from the Board. Members should represent diverse segments of the cross-country skiing community.
- b. The member from the board will be recommended by the board chair after consultation with all board members and following Nordiq Canada's AGM every year.
- c. The CEO, in consultation with the Board representative, will appoint Committee members, including selection of the Chair.
- d. The appointment term is one year and is renewable.
- e. The CEO is ex-officio.

6. Decision-Making

- a. The Committee shall endeavour to make decisions and recommendations by consensus. In case of disagreement, committee members shall cast votes.

b. Members are required to declare conflicts of interests, be they potential, real or perceived, before debate begins and immediately excuse themselves from debate. The member must not vote where there is a perceived or real conflict. If a Committee member fails to declare an interest that is known to the chairperson, the chairperson will declare that interest.

7. Meetings

- a. The Committee shall determine a meeting schedule that facilitates achievement of the Committee's on-going work and meets nomination and selection deadlines set by Nordiq Canada and external organizations.
- b. Meetings may be by phone, in person, or by any other means that facilitates simultaneous communication of attending Committee members.
- c. The Committee will keep a record of recommendations and decisions and provide this record to the CEO.
- d. A quorum for each meeting of the Committee shall be three people.