



Service Awards Committee Charter

**Little Athletics Association
of Victoria Incorporated**

Version 1.3

Registration Number: A0003260D

Released: April 2021

TABLE OF CONTENTS

SECTION 1 - TERMS OF REFERENCE

1.1	PURPOSE	1
1.2	MEMBERSHIP	1
1.3	CHAIR	1
1.4	FREQUENCY OF MEETINGS	2
1.5	SECRETARY	2
1.6	AUTHORITY	2
1.7	FUNCTIONS	2
1.8	RESPONSIBILITIES	2

SECTION 2 – CHARTER ADMINISTRATION

2.1	REVIEW AND APPROVAL	4
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SECTION 3 – DOCUMENT HISTORY

3.1	VERSION CONTROL	4
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SERVICE AWARDS COMMITTEE CHARTER
LITTLE ATHLETICS ASSOCIATION OF VICTORIA INC
Registration Number: A0003260D

SECTION 1 - TERMS OF REFERENCE

The Service Awards Committee ("Committee") is a committee of Little Athletics Association Of Victoria Incorporated ("Association").

1.1 PURPOSE

The purpose of the committee is to:

- (a)** Review all nominations for Service Awards as described in Regulation 14 – Administrative Requirements for Service Awards, and
 - (i)** Seek further clarification or information from nominating bodies to support a nomination.
 - (ii)** Submit a recommendation to the Performance & Nominations Committee to Approve nominations, or
 - (iii)** Notify nominating bodies, the CEO, and the Performance & Nominations Committee if a nomination is unsuccessful.
 - (iv)** Encourage the submission of nominations.

1.2 MEMBERSHIP

- (a)** The Committee shall consist of a minimum of four (4) and a maximum of six (6) general members. Interested members seeking a position on the Service Awards Committee may apply to the CEO at the time advertised by the Association. Members may self-nominate or be nominated by member Centres and Regions.
- (b)** The CEO will appoint the most appropriately qualified members (1.2.c) for the new term of office or should a vacancy occur mid-term.
- (c)** The members of the Committee must collectively possess the appropriate expertise to perform their responsibilities.
- (d)** Appointment to the Committee will be for one year or as otherwise determined by the CEO.
- (e)** A quorum shall be the majority in numbers of Committee members.
- (f)** The Committee may invite other parties to attend Committee meetings as the Committee sees fit.

1.3 CHAIR

- (a)** The committee will elect a Chair from one of its members.
- (b)** Where the Chair is absent from a meeting and has failed to appoint another person as Chair to replace them for that meeting, the Committee may appoint any member of the committee as Chair for that meeting.

1.4 FREQUENCY OF MEETINGS

- (a) The Chair will call a meeting of the Committee if so requested by the Board or the CEO.
- (b) The Committee shall meet as required in order to perform their responsibilities.

1.5 SECRETARY

- (a) The Chair of the committee will appoint a Secretary of the Committee.
- (b) Minutes of each Committee meeting shall be prepared by the Secretary.
- (c) Where the Secretary is absent from a meeting and has failed to appoint another person as Secretary to replace them for that meeting, the Committee may appoint another person as Secretary for that meeting.

1.6 AUTHORITY

- (a) The Committee has the authority to obtain all information necessary for the performance of its function.
- (b) The Committee has the ability to consult member Centres, Regions or the Board where considered necessary to carry out its responsibilities in assessing nominations for Service Awards.

1.7 FUNCTIONS

- (a) Functions conducted by the Committee:
 - (i) Review and evaluate all nominations for Service Awards.
 - (ii) Determine the suitability of the nominees for each of the Awards.
 - (iii) Submit recommendations to the Board for Life Governor and Jeff Crouch Awards
 - (iv) Endorse nominations for Distinguished and Meritorious Awards through a three-quarters majority of the votes cast by the Service Awards Committee.
 - (v) Notify the Board of endorsed nominations of Distinguished and Meritorious Service Awards.
 - (vi) Actively encourage all Centres & Regions equally to submit nominations on behalf of individuals worthy of consideration for a Service Award.

1.8 RESPONSIBILITIES

- (a) Responsibilities of the Committee:
 - (i) Review all nominations for Service Awards.
 - (ii) Display no bias in seeking, reviewing or recommending nominations.
 - (iii) Appropriately action successful (or otherwise) nominations in accordance with procedures set out in Regulation 14 – Administrative Requirements for Service Awards.

1.9 REPORTING

- (a) Proceedings of all meetings are to be minuted and approved by the Chair of the Committee; Minutes of the Committee meetings will be provided to the CEO.
- (b) An action tracker will be maintained for all Committee action items.



SECTION 2 - CHARTER ADMINISTRATION

2.1 REVIEW AND APPROVAL

Owner	CEO
Effective Date	20.04.21
CEO Approval	20.04.21
Date of Last Review	March 2018
Frequency of Review	Bi-annual
Next Scheduled Review	March 2023
Regulator (if applicable)	NA
Compliance Mechanism	N/A
Board Committee Review	13.04.21
Approval Body	CEO
Related Polies / Charter	N/A
Supporting Procedures / Guidelines	Regulation 14 – Administrative Requirements for Service Awards

SECTION 3 - DOCUMENT HISTORY

3.1 VERSION CONTROL

Date	Version #	Action Taken / Updates
26 Feb 2018	1.2	Approved
20 April 2021	1.3	Insertion of additional purpose & function; update to Performance & Nominations Committee.