

TERMS OF REFERENCE – VOLLEYBALL BC AWARDS COMMITTEE

REVISED: September 6, 2022

MANDATE

The Volleyball BC Awards Committee is a program committee of Volleyball BC (VBC). Its role is to oversee the Hall of Fame Program and Wall of Distinction for Volleyball BC, to act as an advisory panel for the Excellence Awards Program, and to nominate members from the volleyball community in British Columbia for provincial, national or international awards, as opportunities arise.

The three areas that this Committee oversees are:

1. Volleyball BC Hall of Fame
2. Volleyball BC Wall of Distinction
3. Other External Awards

1. SPECIFIC RESPONSIBILITIES: HALL OF FAME

The Awards Committee will be responsible for soliciting and reviewing all potential nominations for inclusion to the Volleyball BC Hall of Fame. The committee will ensure all applications are considered, based on a set of criteria developed by this committee and approved by the committee. The Hall of Fame criteria will be reviewed and ratified no less than every three (3) years.

The primary objective of this Committee is to celebrate those individuals and teams who have made a significant contribution to volleyball in British Columbia. Categories of recognition include: Athlete, Team, Coach, Builder, and Official.

- a) The Committee will convene as called by the Chair to consider applicants nominated for the Volleyball BC Hall of Fame.
- b) The Committee will review all new and, as appropriate, previous applications to determine their status as Hall of Fame members.
- c) The Committee shall recommend accepting or declining new members to the HOF, or declare a status of incomplete on a potential inductee. Where members of this Committee have insufficient information or portfolios are incomplete, they may request additional details or material before making a final decision.
- d) The Committee may, at their discretion, file a nomination for an inductee and recommend acceptance. The Committee, should they choose this option, is required to complete the necessary nomination form and provide the details of the inductee as someone from outside the Committee would be required to do.
- e) The Committee shall, through the staff liaison or CEO of Volleyball BC, communicate when a member is to be inducted to ensure timelines for a Hall of Fame induction are met and achievable.

2. SPECIFIC RESPONSIBILITIES: WALL OF DISTINCTION

- a) The Volleyball BC Awards Committee will oversee the development and implementation of the Volleyball BC Wall of Distinction.
- b) The Wall of Distinction allows VBC to honor all those who have gone on to represent Canada as a member of the National Team Program.

- c) The Committee will establish the criteria for the Wall of Distinction inclusion.
- d) The Wall of Distinction will be a virtual wall posted to the Volleyball BC website. It will also serve as a source of potential nominees for the Hall of Fame.

3. SPECIFIC RESPONSIBILITIES: OTHER EXTERNAL AWARDS

The Awards Committee acts as an advisory panel for other external awards. The key duties of the Awards Committee include:

- Assess the overall recognition program offered by Volleyball BC to ensure no duplication of awards.
- Actively promote other external awards within the volleyball community.
- Assess the need for new award categories as opportunities arise.

The Awards Committee is also expected to actively seek opportunities to nominate members of British Columbia's volleyball community for local, provincial, national and international awards such as; local volunteer awards and hall of fames, BC Sports Hall of Fame, Volleyball Canada Hall of Fame, Coaching Canada Geoff Gowan Award, etc.

4. OTHER GENERAL RESPONSIBILITIES

- a) The Awards Committee serves as an ambassador for Volleyball BC through interactions with players, coaches, staff, volunteers, volleyball partners, sponsors and donors at all levels. The Committee supports, promotes, and attends Volleyball BC events, particularly the Hall of Fame and Excellence Awards Banquet.
- b) The Committee may also perform additional tasks as assigned to the Committee by the Board of Directors, Committee Chair or Volleyball BC's CEO.

MEMBERSHIP

- a) The Volleyball BC Awards Committee shall be composed of a Chair and a minimum of four additional members who are alumni of Volleyball BC (former players, coaches, VBC staff, officials or volunteers) plus a Lead Staff person. The CEO is an ex-officio member of the Committee. Other members will be added with expertise deemed required by the Chair and/or CEO.
- b) The Lead Staff person will be identified by the CEO, and the Board of Directors shall appoint the Chairperson. Together, the Chairperson, CEO and Lead Staff person will nominate all other Committee members.
- c) Committee members will hold 2-year terms, except for the Chair who will hold a 3-year term. Terms may be renewed to a maximum of six consecutive years. The CEO and Lead Staff person will hold an ongoing term. Terms will commence on April 1st of each year.
- d) Nominations for Committee membership should be solicited from the volleyball community. When approving the Committee membership, the Chair, CEO and staff will consider the ability and expertise of the candidate as well as the diverse nature of Volleyball BC's membership, including gender and geographical location as weighting for approval. See additional appendix for the Skills Matrix and evaluation process.

AUTHORITY

- The Awards Committee will select Hall of Fame inductees and determine policy and procedures relevant to the Hall of Fame selection process. The Committee will also determine the members of the Wall of Distinction and make recommendations on the overall recognition program offered by Volleyball BC.
- The Committee can form sub-committees whenever necessary to facilitate the Committees work.
- The Committee's plans (annual, quadrennial, etc.) and the annual budget must be approved by the CEO.

REPORTING

The CEO will update the Board on the activities of this Committee.

APPROVAL AND REVIEW OF TERMS OF REFERENCE

The TOR was amended by the Committee in September 2022.

The Terms of Reference will be reviewed every two (2) years or as needed.

REFER THE EXCELLENCE AWARDS AND HALL OF FAME POLICY (IN DEVELOPMENT) FOR ADDITIONAL INFORMATION REGARDING BOTH AREAS OF MEMBER RECOGNITION.

APPENDIX A: AWARDS COMMITTEE – EVALUATION, RECRUITMENT, AND SKILLS MATRIX

Volleyball BC is committed to encouraging diversity, inclusion, equity and access in its administration and governance. Part of this is encouraging equitable representation on the Board and Committees. This includes:

- Representation from small and large membership regions.
- Representation that reflects the gender, ethnic and social diversity of British Columbia.
- Representation from a diverse variety of volleyball experiences, skill sets, and backgrounds.

Any assessment or review of diversity will be conducted by self-disclosure only and will not be mandatory for individuals to participate. This information will be collected by anonymous survey and shared at a high level.

The following describe the desirable characteristics and experience of an ideal individual member of the Awards Committee:

1.1 PERSONAL ATTRIBUTES FOR THE AWARDS COMMITTEE

- **A Committee member should have a broad range of experiences in volleyball.** Experience as an athlete, coach, official, organizer, administrator and ideally, in more than one role.
- **Big-picture thinker** –a potential Committee member should be able to understand the breadth of the volleyball community and the different ways that Awards can celebrate or acknowledge contributions.
- An individual should demonstrate **engagement and integrity**. They are committed to and passionate about VBC’s vision, mission and values. They uphold high ethical standards and integrity in professional and personal details.
- A very desirable characteristic of a Committee member is **strong interpersonal skills** – articulate, comfortable with diversity of people, good listener. Members will need to be able to work effectively with strong, diverse personalities.
- A Member needs to be a **team player**. Consensus decision making is ideal, along with the ability to commit to a common way of working and speaking with one voice.
- **Time** to commit. Members must come to meetings fully prepared and on time, engaged, listen, speak up respectfully and work to resolve issues

1.2 EXPERIENCE AND SKILLS

The Award Committee should, as a whole, possess the following skills and experience, while individual Members must possess more than one.

- **Understanding and Knowledge of the BC Volleyball Community** – alumni of Volleyball BC; experience in playing, refereeing, and/or coaching volleyball and connections; understanding of what a significant contribution to volleyball might look like in different roles and forms.
- **Member and Community Relations**– experience in member and community relations and engagement including developing relationships to encourage nominations and ideas for celebration.
- **Communications** – experience in developing and/ using different forms of communications and marketing to “tell a story”

- **Event Development and Execution** – understanding and experience in the development, organization, and logistics of events; ideas about how to develop and celebrate contributions in different ways. and/or to celebrate or recognise contributions.

2. EVALUATION AND RECRUITMENT PROCESS

Committee members are appointed for a two-year term that commences on April 1 each year:

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It is the responsibility of all Committee Members to help identify and recruit candidates for the Committee with the following considerations:

- Results from skills matrix to identify strengths, weaknesses, development opportunities, and gaps
- Consideration of current and long-term strategy and goals of the Committee, and the skills required to achieve them
- Intentional succession-planning to identify new individuals by the current members
- Open promotion of recruitment to all members.

This is an annual, evolutionary process, aimed at continuously improving the understanding of the Committees needs and identifying existing and future Director skills, experiences and attributes. In order to identify the desired skills and experience, the Chair, CEO, and Lead Staff Person develop and analyze a Skills Matrix (see below) to determine:

- the optimal attributes desired for the Committee as a whole and whether the categories should be changed or updated;
- the skills, background and experience of continuing Committee members;
- the “priority needs” (i.e., those attributes that should be added and/or strengthened on the Committee) to be filled in the appointment of new Directors.

The key steps and timeline of the process is outlined below:

September - October	Chair, CEO, and Lead Person review and update the Skills Matrix as necessary
November-December	Current Committee members complete the skill matrix as a self-assessment. Chair meets with each member to go through self-assessment and determine intentions for continuing involvement. Chair collates results and provides a high level summary of current composition with emphasis on skills gaps and over-indexed skills.
January-February	Call for nominations using VBC communications, mailing lists, Hall of Fame recipients, and the Hall of Fame Awards event
March 7 (or thereabouts)	Chair, CEO, and Lead Staff Person review any nominations against Skill Matrix and determine
April 1	New and returning Committee members commence their term

