







## Honours and Awards Committee Brief

**Role:** To consider and recommend to the Board of Directors all honours and awards to be given to members and supporters in recognition of service to Life Saving Victoria.

### Specific Deliverables:

1. Develop and coordinate the honours and awards program to recognise member service and support to the lifesaving movement in Victoria.
2. Develop and circulate an awards matrix listing all honours and awards available for recognition of service or support to lifesaving.
3. Develop and circulate the application criteria for all honours and awards under the aegis of the Honours and Awards Committee.
4. Develop the time lines for circulation of honours and awards applications to members, including the closing date for lodgement.
5. Consider and evaluate all applications lodged for all honours and awards under the aegis of the Honours and Awards Committee.
6. Make recommendations for honours and awards to the Board of Directors for:
  - LSV Awards
  - SLSA Awards
  - ILS Awards
  - Victorian Community Awards
  - National Community Awards
  - International Community Awards
7. To regularly review and revise the honours and awards matrix, application criteria, and evaluation processes.
8. To facilitate the Life Saving Victoria awards ceremonies in relation to the awarding of honours and awards
9. Develop and maintain the content and accuracy of trophies, honours and awards listed in the Members Recognition section of the LSV website
10. To identify and recommend to the Board of Directors the naming of LSV perpetual honours and awards

### Membership:

1. The Honours and Awards Committee will be appointed by the Board of Directors. The committee will consist of nine (9) members, of which one at least will be a Director.
2. The Chair of the Committee will be a LSV Director and serve until the earlier to occur of the date on which the Board shall replace him or her, resigns from the position, resigns from the Committee, or resigns from the Board.
3. Honours and Awards Committee members will be appointed annually by the Board of Directors
4. In the absence of the appointed Committee Chair from any meeting, the members present shall elect a Chair.

**Consult with:** The Chief Executive Officer as required

- Sub Groups:**
- Awards of Excellence Event Organising Committee
  - On the approval of the Board of Directors, the Honours and Awards Committee may co-opt personnel as required for the purpose of achieving desired outcomes.

**Meetings:**

1. The Committee shall meet as frequently as required, but no fewer than two times annually.
2. A majority of the members of the Committee shall constitute a quorum and the act of a majority of the members present at a meeting where a quorum is present shall be the act of the Committee.
3. The Committee shall maintain minutes of meetings and activities of the Committee.
4. The Committee shall report regularly to the Board by the Chair.
5. Notice of meeting may be given orally or by letter, electronic mail, facsimile transmission or telephone not less than 48 hours before the time fixed for the meeting.
6. The Committee may invite from time to time such persons as it may see fit to attend its meetings and to take part in discussion and consideration of the affairs of the Committee.
7. Minutes of all meetings to be submitted to the Board of Directors

**Attend Meetings of:** Board of Directors as requested.