

BRITISH CANOEING NATIONAL HONOURS AND AWARDS PANEL TERMS OF REFERENCE

1. Title

The Group shall be called the British Canoeing National Honours and Awards Panel (NHAP).

2. Accountability

2.1 The NHAP is accountable to the Board of British Canoeing for carrying out the responsibilities that are delegated to it within these Terms of Reference. The Board will manage this accountability in the following ways:

2.1.1 Approve the Terms of Reference and any changes to the Terms of Reference for the NHAP

2.1.2 Receive and consider the nominations to the NHAP meetings

2.1.3 Receive and publish a report from the NHAP as part of the British Canoeing Annual Report.

3. Purpose

3.1 The Purpose of the NHAP is to;

3.1.1 Consider nominations for Queen's Honours and British Canoeing Honours and Awards and make recommendations to the Board for approval.

4. Responsibilities

4.1 The Responsibilities of the NHAP shall be to:

4.1.1 Ensure that nominations for Honours are invited in good time

4.1.2 Ensure that nominations meet the agreed criteria

4.1.3 Consider all nominations received

4.1.4 Inform the National Association Boards and British Canoeing Board of all nominations received and submit recommendations for approval

4.1.5 From time to time review the Honours and Awards criteria.

5. Appointment of the NHAP Panel Members

5.1 The Chair and President of British Canoeing shall be members of the NHAP

5.2 The Chair of British Canoeing shall be the Chair of this Panel

5.3 The NHAP shall comprise of the following additional members:

- 2 other Board Members of British Canoeing, nominated by the Board
- 4 Independent Members who shall be openly recruited against agreed criteria and who shall each be members of their National Association

- 5.4** The Independent Members shall serve for a maximum term of 4 years, from the date of appointment.
- 5.5** The President, Chair and Board Members shall serve on the NHAP by right of the other position they hold within British Canoeing.
- 5.6** The Panel will be supported by up to 2 members of the Executive Team of British Canoeing who shall attend meetings but not vote.
- 6. Managing the Meetings of the NHAP**
- 6.1** The NHAP shall meet as often as is necessary to fulfil their duties, and at least twice a year.
- 6.2** At least 14 days' notice of the date of meetings shall be given to all members of the Panel. Copies of the agenda and associated papers shall be sent to the members of the Panel at least 7 days in advance. If items are added to the agenda after this time papers will be circulated to NHAP members as soon as practical.
- 6.3** The meetings may be held in person, by teleconference or video conference and individual members may join a physical meeting remotely via teleconference or video conference and be regarded as present at the meeting.
- 6.4** Decisions of the NHAP shall be taken by resolution and recorded in the minutes. Where a consensus cannot be agreed, the Chair may request a vote on a show of hands, in which case each Voting Member shall have one vote. Voting may also take place electronically when required. The Chair shall not have a casting vote.
- 6.5** A minimum of four members of the NHAP must be present for the meeting to be deemed quorate. This must include either the President or one member of the Board.
- 6.6** In the event of the members being unable to attend a meeting, the following procedures will apply;
- 6.6.1** If the Chair is unable to attend a meeting of the Panel, one of the other members of the Board who are members of the Panel will act as Chair for the meeting, as nominated by the Chair.
- 6.6.2** If any other Member is unable to attend a meeting, there will be no right of substitution.
- 6.7** Minutes of the meeting will be taken, but shall remain confidential to the Board.

7. Confidentiality

7.1 Discussions within the NHAP shall remain confidential.

8. Terms of reference and committee effectiveness

8.1 These Terms of Reference for the NHAP shall be reviewed every two years.

3 January 2019

-END-