

KENT ARCHERY ASSOCIATION

www.archerykent.org.uk



TERMS OF REFERENCE

AWARDS ASSESSMENT PANEL

Version:	1.00
Issue Date:	10 September 2012

Page intentionally left blank.



TERMS OF REFERENCE

The following shall constitute a Terms of Reference for the Awards Assessment Panel.

Formation and Dissolution

An Awards Assessment Panel shall be formed at the request of the Chairman of the Executive Committee as required by the KAA Policy – Awards Assessment.

A single Panel may be formed to consider multiple awards, provided that the composition of the Panel is suitable for those multiple purposes.

A Panel shall exist only as long as is required to fulfil the requirements of the award or awards; a Panel that has dissolved, may be reformed if subsequent issues arise regarding an award it considered.

Composition

The Chairman of the Executive Committee shall be responsible for creating a Panel and for selecting its members, which shall consist of a minimum of three people:

- at least one of whom shall be from the Executive Committee,
- at least one other of whom shall be from the Operational Committee,
- and together these shall constitute the majority of the Panel.

When selecting the Panel members, recognition will be given to the purpose of the awards to be considered; for example, awards involving:

- club development should normally include the county Development Officer,
- individual sporting performance should normally include the county Records Officer.

The chairman of the Panel shall be determined by the Chairman of the Executive Committee in consultation with the Panel members.

Duties and Responsibilities

The members of the Panel shall be required to meet only as often as is necessary to fulfil their duties and may do so in person, by telephone, email or in any other way they consider to be effective.

The duties of the panel shall be to implement the requirements of the KAA Policy – Award Assessment, in particular to:

- ensure that award criteria are properly met by the applicant(s);
- identify potential/alternative candidates for an award and to prioritise between them, in those cases where the Association's involvement requires it and it is practical so to do;
- obtain and consider any relevant documentation in support of an application;
- seek additional assistance from third parties to deal with any issue;
- provide references or other input, if required by the providers of the award;
- provide recommendations to the Operational Committee, where timescales allow the award to be referred back to them; otherwise to decide and act in place of the Operational Committee;
- to fulfil any other requirements specified by the awarding body.

Reporting

The Panel shall be required to:

- keep minutes of all meetings and any prior or subsequent enquiries about the award and the Association's involvement in it;
- provide all such minutes to the county Secretary to be kept with the Association's minutes;
- provide regular reports to the Operational Committee, normally via the chairman of the Panel.



Conflicts of Interest

For the purposes of this Panel, a conflict of interest shall be deemed to exist if a member of the Panel has a close relationship with any potential beneficiary. In all cases the decision as to whether a conflict of interest exists shall be informed by the likely perception of potential beneficiaries and of a reasonable independent observer.

A close relationship may include, but shall not be limited to:

- membership of a beneficiary club;
- a close personal, professional or sporting relationship (e.g. coaching) to a beneficiary;
- a recent or on-going dispute with a beneficiary.

If the Chairman of the Executive Committee has a conflict of interest, he shall pass all of his responsibilities to another member of the Executive Committee for whom no such conflict of interest exists.

No-one shall be involved in the decisions of this Panel, who has a conflict of interest. Should a conflict of interest be identified after selection of a Panel, the member of the Panel concerned shall immediately remove him/herself from all discussion and decisions for which the conflict of interest exists. A replacement shall be selected, if this is necessary to maintain the minimum composition and balance of the panel, as defined previously.

