



Authority

The authority for these Terms of Reference derives from Article VI of the By-laws.

Purpose

To aid in the development and promotion of the game of rugby in Ontario by providing guidance to the Professional Staff, the Board and the Branch Unions regarding all matters relating to the Rugby Ontario Hall of Fame, the Rugby Canada Hall of Fame and the RO and RC Annual Sport Awards.

Membership

Membership will consist of a Chair, plus seven other Committee Members. Representation should include the following;

- One member of the Rugby Ontario Board
- One member representing each Branch Union
- One Male Player Rep
- One Female Player Rep

Members of the Committee will not be eligible for nomination for an annual award or induction into the Rugby Ontario Hall of Fame while serving on the Committee.

The Committee shall also appoint a Veteran's Sub-Committee each year in accordance with process outlined in the Hall of Fame Guidelines.

Ex-officio member is the Rugby Ontario Director of Administration & Member Services (non voting).

Lines of Authority/Reporting Accountability

The Chair reports directly to the Rugby Ontario Chief Executive Officer.

Terms of office

Two year terms

Quorum

The majority of the voting members present forms a quorum. If the Chair is absent, then those present may select a Chair for that meeting from amongst themselves.

Decision-Making/Voting

Decisions shall be made by consensus with each member having one vote and in the case of a tie the Chair will cast a second vote.

Frequency of Meetings

Meetings shall be held a minimum of 2 times per year or more frequently at the call of the chair. Meetings may be in person or via teleconference.

Agenda

Agenda items shall be forwarded to the Chair and Ex-Officio member within seven (7) working days prior to the next meeting date. The Ex-Officio member of the committee shall forward the agenda to the committee members within five (5) working days of the next scheduled meeting.

Minutes

The minutes shall be taken by Ex-officio member and must be approved at the next Committee meeting. Board approval is not required.

Retention of Minutes

Approved minutes will be retained in the RO Office and posted to the RO Dropbox for the information of Board members. There is no requirement to post them on Rugby Ontario's website.

Scope of the Committee:

1. To develop and recommend updates and improvements to the Rugby Ontario Hall of Fame Guidelines
2. To seek nominations for the Rugby Ontario Hall of Fame from the Rugby Ontario membership each year
3. To vote on nominations received (following the procedure indicated in the Hall of Fame Guidelines) and subsequently provide recommended inductees to the Board for their consideration and approval.
4. To support the Rugby Ontario professional staff in the implementation of the Hall of Fame program
5. To develop, deliver on and recommend updates and improvements to the Rugby Ontario process to nominate people for Rugby Canada awards and to Rugby Canada's Hall of Fame
6. To develop, deliver on and recommend updates and improves to Rugby Ontario annual sport awards
7. To provide sound and timely advise to the Board on matters involving the Rugby Ontario Hall of Fame.

Responsibilities of the Chair:

1. To chair all meetings of the Committee
2. To ensure compliance with the Terms of Reference and the Hall of Fame Guidelines
3. To determine how issues referred to the Committee should be handled
4. To comply with all approved budgeting, financial & planning policies and procedures
5. To report to the membership at the AGM on the Hall of Fame and Annual award matters during the year and their implications
6. To liaise as required with other Rugby Ontario Committees on related issues that have implications for that portfolio
7. To raise any unresolved concerns about the application of Hall of Fame or Annual award procedures with the Chief Executive Officer as required

Approval of Terms of Reference

Date Approved: *Approved by the CEO, February, 2017*