



Gymnastics NSW

Life Member Nomination Committee

Terms of Reference & Nomination of Life Members Procedure

1. Title

Life Member Nomination Committee

2. Purpose

The purpose of the Life Member Nomination Committee is to nominate members, for consideration by the Gymnastics NSW Board of Management, and ultimately the membership itself, for the recognition of Life Membership with the Association.

3. Terms of Reference

- ✓ To discuss and seek Board of Management ratification for the adoption of eligibility criteria and selection criteria for the recognition of members as Life Members.
- ✓ To assess nominations submitted by the Sports Management Committees, or other members of the Life Membership Nomination Committee, for submission to the Board of Management as recommendations for the recognition of members as Life Members.

4. Composition

The Life Membership Nomination Committee will include:

- ✓ Chairperson – CEO, or nominee
- ✓ Any number of Association Life Members interested in being a part of the committee and available to meet, either in person or by teleconference, at the proposed date and time.

5. Chairperson

The Chairperson shall be the CEO, or nominee of Gymnastics NSW. The responsibilities of the Chairperson includes:

- ✓ Guiding the meeting according to the agenda and time available
- ✓ Ensuring that all discussion items end with a decision, action or definite outcome
- ✓ Scheduling meetings and notifying committee members
- ✓ Prepare and disseminate, in a timely manner, all meeting paperwork
- ✓ Propose recommendations by the Life Membership Nomination Committee to the Board of Management.

6. Membership Criteria

With the exception of the Chairperson, the following membership criteria applies to the Life Members on the Life Member Nomination Committee:

- ✓ That the member is a Life Member of Gymnastics NSW.
- ✓ An agreement to comply with applicable rules, policies and bylaws.
- ✓ An agreement to make fair, impartial and unbiased decisions with respect to the recommendation of candidates for the recognition of Life Membership to the Gymnastics NSW Board of Management.

7. Meetings

Meetings shall be held at the discretion of the committee. However at least one meeting shall be conducted at the Gymnastics NSW Office each year.

All Association Life Members shall be sent an invitation to attend a proposed meeting of the Life Membership Nomination Committee. The invitation shall include the time, date and location of the meeting as well as a date to RSVP to the invitation to confirm attendance. Life Members that do not RSVP shall be noted as apologies for the meeting.

8. Procedure

a. Invitation to nominate

Early in each year the Sports Management Committees, Regional Management Committees and Members will be invited, by an announcement on the online 'Flic Flac' to nominate candidates for the recognition of Life Membership by providing a curriculum vitae of the nominees achievements/contribution to the sport to the CEO, or nominee.

b. Life Member Nomination Committee

Once received the CEO, or nominee will forward nominations supported with a curriculum vitae to the Life Member Nomination Committee. Nominations that are not supported with a curriculum vitae will not be provided to the Life Member Nomination Committee.

The Life Member Nomination Committee will assess the nominations provided to it in accordance with the Gymnastics NSW Awards Policy and any policy approved by the Board of Management subsequent to the adoption of, and consistent with, these terms of reference.

After considering the nominations, the Life Membership Nomination Committee will decide, by majority vote of delegates in attendance at the meeting either in person or by teleconference, who to recommend to the Board of Management for the recognition of Life Membership.

The Life Membership Nomination Committee may decide to decline or recommend as many nominations from the Sports Management Committees as it sees fit. This may see no nominations for Life Membership in a particular year.

The Life Membership Nomination Committee may nominate and recommend nominations that are not proposed by the Sports Management Committees. If they decide to do this the recommendation must be accompanied by a curriculum vitae for it to be considered by the Board of Management.

c. Board of Management

The CEO, or nominee will make any recommendations for Life Membership from the Life Membership Nomination Committee to the Board of Management at the meeting of the Board of Management following the Life Membership Nomination Committee Meeting.

The Board of Management, at its discretion may accept a recommendation proposed by the Life Membership Nomination Committee, and it may decide to nominate any other member for the recognition of Life Membership to the Association. This process shall be conducted in accordance with ordinary board operating procedure.

d. Annual General Meeting

The President puts forward a motion for the nomination by the Life Membership Nomination Committee at an Annual General meeting of Gymnastics NSW. The motion should be seconded and put in accordance with the procedure of the Annual General Meeting.

9. Promotion

These terms of reference will be made available to all members via the Gymnastics NSW website at www.gymnsw.org.au.

The terms of reference will be communicated to all staff members, board members, sports management committee members, and regional committees annually.

10. Review

To ensure its efficacy, these terms of reference will be reviewed by the Board of Management in December each year. Any amendment to the terms of reference must receive the approval of the Board of Management.

11. Additions or amendments

In addition to the annual review of these terms of reference, recommended changes may be submitted to the Board of Management for consideration, at any time. In the event that the changes are accepted, the terms of reference will be updated, dated and circulated to all relevant stakeholders.