

Chester and North Wales CTC Local Rules and Policies

ANNEXE - Awards Committee Terms of Reference (ACToR)

Preamble

Chester & North Wales CTC in a desire to reward its members, and other individuals and organisations for the contribution they have made to cycling and cyclists in a fair and impartial manner hereby creates an Awards Committee to administer the identification of and suitability of persons and organisations deserving of an award and to make appropriate recommendations to awarding bodies. In accordance with the Local Rules and Policies of Chester and North Wales CTC, for the purposes of this document it shall be known as the Parent Member Group (PMG), with Subsidiary Member Group(s) referred to as SMG(s) and Informal Groups referred to as IGs.

1. Name

1.1 The committee shall be known as the Chester & North Wales CTC Awards Committee and is referred to here as the Awards Committee.

2. Remit

2.1 The Awards Committee shall be charged with the task of identifying members of Chester & North Wales CTC (PMG), its Subsidiary Member Group(s) (SMG(s)), Informal Groups (IGs), other CTC members associated with the PMG, and individuals, organisations or bodies acting within the PMG area, deserving of an award for their services to cycling and/or cyclists; to investigate their suitability and, where appropriate, to make the necessary recommendations, on behalf of the PMG, as required by the appropriate awarding body. In making its recommendations the Awards Committee shall act for and on behalf of the PMG.

2.2 For the avoidance of doubt the Awards Committee shall have sole responsibility for all awards, where the award or the recommendation for the award is made on behalf of Chester & North Wales CTC. SMGs and IGs can decide awards for activities relevant only to their own groups. All awards and recommendations submitted on behalf of the PMG will be made through this process, whether the proposed award is for a local PMG award, a CTC Volunteer of the Year award, a CTC Certificate of Merit, or any other type of award.

3. Procedures

3.1 In carrying out this task the Awards Committee should act proactively in searching out suitable nominees, undertake an investigation of the suitability of nominees for an award, identify an appropriate type of award and awarding body and finally prepare and submit recommendations to the appropriate awarding body, on behalf of the PMG, in the form required by the chosen body. In determining the suitability of candidates for an award, the Awards Committee should be cognizant of the requirement that there should be no automatic entitlement to an award merely by virtue of serving in office or undertaking work of benefit to cycling and/or cyclists. Awards should only be recommended for exceptional contributions over and above that normally expected. Further, the Awards Committee should note that the PMG has no expectation as to the number and frequency of recommendations, which shall be entirely a matter for the Awards Committee.

3.2 In undertaking its deliberations the Awards Committee shall act in a rigorous and diligent manner and the full confidentiality of its work, of the nominees and their suitability for an award should be maintained at all times.

3.3 The Awards Committee should consider representations from individual PMG and SMG members, whether office holders or otherwise, and from other interested parties for the nomination of suitable candidates. Representations shall not be made by PMG, SMG or IG Committees, except as individual PMG members, either in support or against a particular nominee.

3.4 The Awards Committee shall be empowered to undertake such investigations, as it sees fit, to determine the suitability of a nominee for the receipt of an award. On the basis of this investigation the Awards Committee should determine the suitability of a nominee for an award.

3.5 The Awards Committee should compile the necessary evidence required to support the application for an award in accordance with the requirements of the awarding body. The Committee should then submit the recommendation, on behalf of the PMG, together with the necessary supporting material to the awarding body and lodge a copy, in confidence, with the PMG Secretary or President as the Awards Committee deems appropriate.

4. Independence

4.1 The Awards Committee will operate as an independent committee neither reporting to nor acting under the influence of the PMG Committee, save as set out later under paragraphs 8.1 to 8.3 "Relationship to the PMG Committee". The Awards Committee shall determine its own arrangements and methods of working but at all times will act in the best interests of the PMG and its members.

5. Composition

5.1 The Awards Committee will consist of three PMG members each of whom should be in receipt of a CTC Certificate of Merit (awarded for a lifetime's service to cycling). For the avoidance of doubt the term 'PMG members' is to be taken as comprising all CTC members living within the PMG area together with CTC members living outside the PMG area who actively participate in the activities of the PMG, its SMG(s) or its IGs.

6. Appointment of Members

6.1 Suitably qualified PMG members shall be elected by the PMG to serve on the Awards Committee for the following year at the Chester & North Wales CTC annual general meeting (AGM).

7. Term of Appointment

7.1 Awards Committee members shall be elected for a period of one year but are normally expected to make themselves available for a minimum of two years subject to their re-election at the AGM.

8. Relationship to the PMG Committee

8.1 The Awards Committee shall operate independently of the PMG Committee but the PMG Committee shall be responsible for determining and, if thought necessary, revising these Terms of Reference for the operation of the Awards Committee. The PMG Committee shall not make representations, except as individual PMG

members, in support of or against any nomination being considered by the Committee.

8.2 The PMG Secretary shall maintain an up-to-date register of Chester & North Wales CTC members in receipt of awards for services to cycling and/or cyclists. This register shall be made available to the Awards Committee.

8.3 The PMG Secretary shall maintain an up-to-date register of PMG members who have lodged a written request that they do not wish to be considered for the receipt of an award. This register shall be made available to the Awards Committee but shall otherwise be treated in confidence.

Amended - 26th July 2009