

Girlguiding Herefordshire
Awards Committee Terms of Reference

Chairman

The County Commissioner(s) appoint the Chairman for an initial term of office of three years, which may be renewed for a further period of up to two years

Membership

Ex Officio (voting):

Chairman

County Commissioner(s) (one vote)

Appointed Members (voting):

The County Commissioner(s) appoint four members for an initial term of office of three years, which may be renewed for a further period of up to two years. These members will where possible each meet one of the following criteria:

- One person who does not hold any other Girlguiding leader/assistant leader, Commissioner, or adviser/coordinator role (if not already a member of Girlguiding Herefordshire this person will need to become a member in order to take up this appointment)
- One member of Girlguiding Herefordshire who is aged under 35
- One member of Girlguiding Herefordshire who is or has been a District Commissioner
- One member of Girlguiding Herefordshire who is a regular member of a unit team (leader, assistant leader, or unit helper)

Where possible members of the Committee will come from different areas around the County to ensure a good representation and a wide range of experience

Vice Chairman

In the absence of the Chairman the County Commissioner will chair the meeting

(continued overleaf)

Meetings

The Committee shall meet at least twice a year

Quorum

A quorum shall consist of 4 voting members

Voting

The Chairman will have the casting vote should this be required

Administration

Committee members may claim reasonable expenses for carrying out their role

Minutes

An agenda and accompanying papers should be sent to Committee members at least one week in advance of a meeting. Minutes will be taken and a copy held by the County. Minutes shall be circulated to all Committee members within 2 weeks of the meeting

Functions

The functions of the Committee shall be to:

- Promote thanks and recognition across the County
- Support members of Girlguiding Herefordshire in the preparation of award nominations
- Review nominations for awards and, where appropriate, submit them to Region for consideration
- Receive feedback from the Region Awards Committee and respond accordingly
- Provide updates relating to award nominations as required
- Deliver an annual County awards event
- Ensure County awards are reviewed periodically

Approved by the County Executive on (date)

Signed.....

..... County Commissioner(s)