



**Surf Life Saving Australia
Terms of Reference**

Honours Panel (HON)

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| Authorised By: | Surf Life Saving Australia Board |
| Reports to: | Chair, Honours |
| Purpose: | To provide recommendations in relation to SLSA Honours and ILS Citations. |
| Roles: | <ul style="list-style-type: none"> • Review nominations for the SLSA Honours and ILS Citations according to the criteria • Provide recommendations on all nominations to the Board on SLSA Honours and ILS Citations • Review and provide recommendations on SLSA Honours and ILS Citations criteria and procedures |
| Authorities and Limitations: | <ul style="list-style-type: none"> • Can make recommendations to the President in relation to the SLSA Honours and ILS Citations • Can make recommendations to the Board on nominations for SLSA Honours and ILS Citations. |
| Composition: | <p>The Committee shall be comprised of:</p> <ul style="list-style-type: none"> ▪ 6 members endorsed by the Board <ul style="list-style-type: none"> ○ from at least three different states ○ reflecting diverse nature of SLSA membership and experience ▪ The Chair shall be nominated by the Board from the 6 endorsed members. ▪ SLSA Member Services Assistant (Secretariat) ▪ Subject Matter Experts as required (non voting) |
| Term | <ul style="list-style-type: none"> • Two (2) years • Maximum term for Members is 6 years (3 terms) |
| Skills | <p>Members appointed to the HON will be SLS members who have an understanding and experience in:</p> <ul style="list-style-type: none"> ▪ Recognition ▪ Nomination assessment according to criteria ▪ Surf Life Saving covering all activities including administration, lifesaving, education, development and sport |
| Responsibilities of HON Representatives | <ul style="list-style-type: none"> • Appropriately assess Honours and ILS Citation nominations according to the criteria • To maintain commitment to the values of Surf Life Saving movement through all deliberations • To address matters only related to the HON Terms of Reference |
| Quorum: | The quorum shall be at least four (4) committee members not including the Secretariat and subject matter experts. |
| Meeting Schedule: | At least two times per year (July/August and December/January) and/or as required. |
| Process | Nominations are forwarded to SLSA using the Honors nomination form. SLSA Secretariate will investigate and substantiate evidence supporting the nomination prior to the nomination being forwarded to the Honors Panel for consideration. |
| Provision of Recommendations: | All listed members excluding SLSA staff, shall be entitled to contribute to any recommendation at all meetings of the HON at which they are present in person, or by proxy. The chair shall have the right to determine the final recommendation where a consensus cannot be reached. |