

HONOURS COMMITTEE TERMS OF REFERENCE

Last Updated: 18th December 2022

Last Approved: 31st December 2022

1. PURPOSE

The main purpose of the British Fencing Honours Committee (BFHC) is to manage the nomination and recommendation process for all BF Honours Awards.

The BFHC will also make recommendations for other fencing awards within the fencing community, such as the FIE Hall of Fame, and any other appropriate national or international fencing award scheme for which the Honours Committee has been assigned responsibility.

NB: The BFHC will not manage the nomination and recommendation process for the Queen's and/or State honours.

The BFHC will make recommendations to the Nominations Committee and save in exceptional circumstances, these recommendations will be accepted.

2. MAIN RESPONSIBILITIES

These include:

- To establish and manage a robust and transparent system for the annual nomination and recommendation of recipients of BF awards
- To make recommendations for other fencing-based awards, both nationally and internationally, as requested
- To ensure that good communications are in place to encourage a broad cross-section of nominations from the BF membership
- To ensure that comprehensive and accurate records are kept, such that decisions are open to scrutiny and that records are sufficient to show that decisions are impartial and consistent
- To advise the Nominations Committee on recommendations for awards and the associated rationale and process
- To forward to BF Head Office a copy of all BFHC meeting minutes, which should be signed by, or emailed from, the BFHC Chair

3. REPORTING REQUIREMENTS

The Chair will send specific recommendations, along with the supporting documents and the minutes of any relevant meetings, to the Nominations Committee, cc'd to the BF Chair, the CEO and BF Head Office.

The Chair will present a report to the Board of Directors and CEO annually.

4. CORE COMPOSITION

This includes:

- The Chair, who will normally be the BF President
- All Vice-Presidents who have accepted the invitation to BFHC membership
- Additional members nominated by the Chair, up to a maximum of 5
- A Deputy Chair and co-ordinator (1 or 2 people), who will be selected by the Chair from among the BFHC members

All BFHC members have voting rights, with the Chair (or, in the Chair's absence, the Deputy Chair) having a casting vote. A quorum is 50% of BFHC members.

The BF CEO is entitled to attend and speak at all meetings of the committee, but has no voting rights.

Matters concerning BFHC appointments, removals and terms of office are decided by NomCom and the BFHC Chair.

5. MEETING FREQUENCY

The BFHC will meet at least once annually in good time for the award process to be completed prior to BF's planned presentation or announcement date.

6. POLICY

Meetings will preferably be in person but may also be virtual or hybrid; but in any case, those not attending the meeting may not vote, be it by e-mail, post, proxy or any other means.

Nominations may be made by BF members only.

Only BF members and BF staff may be recipients of BF awards, with the exception of BF members who are being recognised for their long service after their retirement from fencing activities.

Honours Committee Terms of Reference

BFHC members are not able to nominate themselves or any fellow committee members for an award.

A BFHC member who has been nominated for an award by a BF member may not be present while the nomination is considered.

Nominations may only be made through the published process and by the published deadline.

Prior to circulation to the committee, the chair will review the nominations with the CEO to ensure that there are no governance issues militating against awarding an honour to any of the candidates.

All honours announcements will be made by the Board, until which time all dealings of the BFHC must remain strictly confidential.

Travel expenses of BFHC members will be met by BF in accordance with the appropriate policies.

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