**AWARDS COMMITTEE**

**1. General**

1.1 This Committee operates in a specialised and discrete area of the Association's business. Direct lines of communication with the Programme and Delivery Committee (PDC) and the Board of Management (BOM) are provided by the National Operations Director (NOD).

**2. Role**

2.1 The following summarises the roles and responsibilities of the Awards Committee (AC):

(a) to consider and develop policy, guidance and systems to support the national HASSRA development fund (HDF).

(b) to review applications to the HDF and to determine the level of each award as appropriate and arrange for the result of each application to be communicated to the member and their association, and, each year

(c) in addition to the applications above, to review applications submitted in relation to the CSiS funded element of the development fund and to determine the level of each award as appropriate and arrange for the result of each application to be communicated to the member and their association, and, each year

(d) to complete the scrutiny of the HASSRA Major Award submissions determining winners and arranging for the communication of results to all associations. In addition, where necessary, consider any nominations in respect of HASSRA Merit Awards and make recommendations to the Association Chairperson for consideration.

*Please note a review is currently underway looking at the role and responsibilities of the committee so may be subject to change.*

**3. Budgetary Responsibilities**

31. The AC has budgetary responsibility for its own meeting costs and for the HDF which takes the form of an annual allocation of HASSRA funds to provide individual grants to successful applicants.

3.2 The committee also has a budgetary responsibility to the CSiS element of the HDF, with particular regard to any budgetary conditions applied by CSiS.

**4. Composition**

4.1 The Committee comprises: -

* Three elected committee members (one of which shall act as Chairperson)
* HASSRA NOD or a representative from the national Management Team (MT)

**5. Accountability**

5.1 The AC shall be directly accountable to the HASSRA BOM.

**6. Secretariat**

6.1 The secretariat services shall normally be provided from within the Committee or decided by the national MT who will decide on how best to deploy national resources.

**7. Electoral Issues**

### HASSRA National Operations Director

### 7.1 The HASSRA NOD (or a representative from the national MT) shall automatically be a member of the AC and will not be subject to separate election requirements.

### Elected Committee Members

7.2 **In 2024, there will be two vacancies on the AC open to election, with one post being for a term of three years and one post for a term of two years.**

7.3 Should an elected committee member stand down, resign or otherwise become ineligible to serve the Committee before the end of their term, the BOM shall be entitled to co-opt a replacement committee member until the next opportunity arises to elect a replacement at the next Conference or Special General Meeting. In such circumstances, the period of election shall be the remainder of the term due to be served by the member who resigned/stood down.

**8. Other Issues**

Deputies

8.1 Members of the AC who are unable to attend a scheduled meeting are not permitted to nominate a deputy to attend in their place.

##### Quorum

8.2 The quorum of the AC shall be one half of its full membership who are eligible to vote.

**9. Skills framework**

##### Elected Committee members

9.1 Elected AC members should bring to the committee elements (a) and (b) (below) and demonstrate the ability or aptitude to develop elements (c) and (d):

(a) A thorough understanding of the structure and workings of HASSRA at each of its three tiers (national, regional and local)

(b) Integrity and an impartial approach. It is important that the practical implications of this latter requirement are fully appreciated. The AC is a small group and if individual members have to declare an interest and refrain from particular issues, it could result in decisions being taken by only 2 or 3 individuals. Anyone who is currently involved as a committee member or official of an affiliated Association is likely to be constrained from time to time and therefore should not serve on the AC. Conversely, retired members, or former officers, who are no longer active on behalf of an Association, or National Life Vice-Presidents and Life members might not be so constrained.

(c) Breadth of experience of individual pursuits both inside and outside the HASSRA programme

(d) Experience of considering and comparing submissions of like content, summarising areas of merit and potential and applying sound judgement to personal recommendations on such submissions.