



## **Saskatchewan Parks and Recreation Association (SPRA) Sask Recreation Awards Adjudication Committee – Terms of Reference**

### **1. Purpose**

The Sask Recreation Awards Adjudication Committee shall be responsible for recommending recipients of the Sask Recreation Awards.

### **2. Responsibilities**

The responsibilities of the Committee are to:

- Review, adjudicate, and recommend the recipients for each award given by SPRA.
- Base the review of nominations on established criteria.
- Ensure the review of the awards is carried out in a fair and unbiased manner.
- Review the Awards criteria and provide feedback on how to improve the adjudication process.

### **3. Authority**

The Committee does not have the authority to spend or commit SPRA funds.

### **4. Composition**

An expression of interest will be circulated annually to fill committee vacancies. The Committee shall be appointed by the SPRA CEO, and will be comprised of five representatives, with one person on the Committee serving as chairperson.

### **5. Meetings**

Up to two Committee meetings will be held each year. These meetings will consist of an orientation and adjudication meeting. Quorum will be 50% of the Committee members, plus one. Meetings will be scheduled for late May, and early to mid-June.

### **6. Time Commitment**

Committee members should plan 1-2 hours per meeting along with approximately 10-15 hours for reviewing nominations, all depending on the number of nominations received.

### **7. Committee Term**

The term for each Committee member is two years with the option to be reappointed for up to three consecutive terms. The term for each Committee member shall be staggered, so that:

- Three members appointed in even years.
- Two members appointed in odd years.

### **8. Confidentiality**

All deliberations, discussions, and recommendations of the Committee are confidential.

Approved: February 20, 2026

Todd Shafer, SPRA Chief Executive Officer