



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 out 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

The Committee shall be appointed by the SPRA CEO, and will be comprised of five to seven industry representatives, including:

- Two representatives appointed from the SPRA Board of Directors.
- One person on the Committee will serve as chairperson.

5. Meetings

Up to three Committee meetings will be held each year. These meetings will consist of an orientation, adjudication, and follow-up/debrief meeting. Quorum will be 50% of the Committee members, plus one.

6. Time Commitment

Committee members should plan for approximately 1-2 hours per meeting along with approximately 10-20 hours for reviewing nominations, all dependent 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:

- One Board member and up to three other members appointed in even years.
- One Board member and up to two other members appointed in odd years.

8. Confidentiality

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

Approved: December 14, 2023

A handwritten signature in black ink, appearing to read 'Todd Shafer'.

Todd Shafer, SPRA Chief Executive Officer