



LEDUC SPORTS HALL OF FAME

Leduc Sports Hall of Fame Committee

Terms of Reference

1. Role

- To establish and continue to evaluate the Leduc Sports Hall of Fame (LSHF) program criteria and processes.
- To evaluate nominations and select inductees to the Leduc Sports Hall of Fame annually

2. Responsibilities

- Working with administration to promote the nomination campaign, recruit a gala partner and execute the gala and induction ceremony.
- Select a maximum of 4 inductees per year.

3. Authority

- The committee is a sub-committee of the Parks Recreation & Culture Board (PRC).
- The PRC will appoint one (1) PRC Board member and one (1) alternate to sit on the committee.
- All decisions of the LSHF committee will be made available to the PRC Board as information.

4. Committee Membership

- Committee will consist of up to 8 individuals and a minimum of 5.
- The committee is comprised of (1) PRC member, (1) alternate PRC member, and 6 public members residing in the City of Leduc or Leduc County.
- One non-voting City Liaison.
- It is desirable that the LSHF will be comprised of a broad range of individuals with a depth of knowledge and understanding of sport in Leduc and representing various sectors of the sports community.
- A committee member's appointment will be reviewed if that member does not uphold their responsibilities or misses three (3) meetings without a reasonable explanation.
- New committee members will submit a written resume outlining their qualifications.

Reviewed by Committee Members: (Dec 1, 2021)

Approved by Committee Members: (Dec 1, 2021)



LEDUC SPORTS HALL OF FAME

5. Meetings

- Meetings will be held on the 2nd Monday of each month with the exception of July, August, September and November.
- The LSHF maintains the authority to amend the meeting schedule as required.
- If a member is not able to participate in a meeting, that member can speak to the Chair in advance so that the Chair may share the member's perspective at the meeting. That member may also submit written comments or documentation in advance of the meeting. Submissions made after a meeting will not be considered for decision making.

6. Term

- All members appointed shall be appointed for a four (4) year term.
- Any member may be re-appointed to the Leduc Sports Hall of Fame Committee at the expiration of his/her term.
- Should a vacancy on the Leduc Sports Hall of Fame Committee occur at any time prior to his/her term being completed, the Committee Chair may appoint a new person to fill the vacancy for the remainder of that term subject to the approval of the Committee Board of Directors.
- Any member may resign from the Leduc Sports Hall of Fame Committee at any time upon sending written notice to the Chair of the Committee.
- Any member may be removed from the Leduc Sports Hall of Fame Committee at any time on the recommendation of the Committee Chair and ratified by the committee

7. Committee Positions

Chair

- The Chair will be a committee member who is determined by the committee members.
- Call all meetings of the committee,
- Chair the meetings of the committee,
- Designate another committee member to act as chair in their absence.

Committee Member

- Review, edit and approve LSHF criteria,
- Solicit nominations,
- Review nominations and select inductees,

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PRC Member

- Will provide information updates to the PRC Board.

City Liaison

- Will provide administration support to the LSHF Committee
 - Schedule and act as Secretary for meetings
 - The City Liaison shall take minutes at the committee meetings which shall be approved at subsequent meetings.
 - Work with the communication and marketing services business unit to update and implement the marketing and communication strategy
 - Maintain historical records
 - Update documents
 - Act as the project manager for soliciting nominations and hosting the induction ceremony
- Non-voting member of the committee

8. Quorum

- Quorum shall be simple majority (50% + 1) of the voting committee present at a meeting.

9. Decision Making

- The committee shall strive for consensus when making a decision. If consensus can not be achieved, the committee members must agree on how to deal with the outstanding issue (i.e. vote, continue discussion, table the issue to another meeting or allow the Chair to decide).
- Decisions of the committee are final with 50 + 1% of the votes cast.
- Inducting a nominee to the LSHF requires 70% of votes to be in favour.
- Voting may be submitted electronically.
- Committee members that have a conflict of interest on a vote must abstain from voting.

11. Guests

The Chair or City Liaison may invite guests to attend the meetings as a resource as required.

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