



## **Leduc Sports Hall of Fame Selection Committee**

### **Terms of Reference**

#### **1. Objectives**

- To establish and evaluate the Leduc Sports Hall of Fame (LSHF) inductee selection criteria
- To evaluate nominations and select inductees to the Leduc Sports Hall of Fame annually

#### **2. Goals**

- Working with administration to promote the nomination campaign
- Select a maximum of 4 inductees per year
- Host an annual induction ceremony

#### **3. Authority**

- The committee is a sub-committee of the Parks Recreation & Culture Board (PRC)
- The PRC will nominate 2 PRC Board members to sit on this committee
- The LSHF Selection Committee will select up to 5 public positions through an application process
- All selections of the subcommittee shall be accepted and provided to the PRC Board as information, at the next regular PRC Board meeting.
- The decisions of the subcommittee are final with 50 + 1% of the votes cast by the subcommittee
- 70% of votes must be in favour of inducting a nominee to the LSHF
- Votes may be submitted electronically
- Subcommittee members that have a conflict of interest on a vote must abstain from voting

#### **4. Committee Membership**

- Committee will consist of up to 7 individuals and a minimum of 5
- The committee is comprised of 2 PRC members, and 5 members of the public residing in the City of Leduc or Leduc County.

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# LEDUC SPORTS HALL OF FAME

- Although not mandatory, a committee comprised of a broad range of individuals with extensive knowledge and understanding of sport in Leduc and representing various sectors of the sports community would be an asset
- One non-voting administrative coordinator

## 5. Accountability

- Provide updates to the PRC Board

## 6. Duties

- Review, edit and approve a Sports Hall of Fame Criteria
- Solicit and create nominations
- Meet to review nominations and banquet/semi-formal event applications
- Meet to select inductees and banquet/semi-formal event host
- Promote and select a group to host the banquet/semi-formal event and induction ceremony

## 7. Term

- The term for public members shall be for two calendar years. Terms shall expire on a rotational basis beginning in year three of the program.
- The term for both PRC members will be one calendar year, with the option to stay on for an additional year.
- LSHF committee members may apply for re-appointment to the Committee at the conclusion of their term of office, in accordance with the Board Selection Policy of the City
- Terms shall begin in January
- Process to be reviewed every 3 years

## 8. Meeting Times and Location

- A nomination review and presentation meeting
- A selection meeting will be held one month later
- A selection meeting will be held to determine the banquet host

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## HALL OF FAME

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