

Awards Advisory Panel Charter

Athletics New South Wales Limited (the “Company”)

Dated December 2018

1 Purpose and authority

1.1 Purpose

The purpose of this Awards Advisory Panel Charter is to set out the role, responsibilities, membership and operation of the Panel.

1.2 Authority

The Panel is an Advisory Panel of ANSW established by in accordance with the Company's By-laws.

2 Role of the Panel

The role of the Panel is to:

- (a) Develop and document the criteria for awards for approval by the board, with the exception of Life Membership and Service Merit Awards (the criteria for which is set out in the Company's By Laws).
 - (b) Determine the recipients for the various awards for the ANSW Winter season.
 - (c) Determine the recipients for the various awards for the ANSW Summer season.
 - (d) Consider nominations and make recommendations to the Board for other awards or recognition as may be considered appropriate by the panel or the Board from time to time.
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3 Membership

3.1 Composition and size

The Panel will consist of:

- (a) the ANSW Records Officer or an alternate person approved by the Board to act as Chair;
- (b) at least three persons, with a view to obtaining a mix of skills and expertise across able bodied and AWD track and field and out of stadia disciplines;
- (c) any person deemed suitable by the CEO to assist this Panel.

Appointments to, or removal from, the Advisory Panel are determined by the Board on recommendations by the CEO.

3.2 Chairperson

The ANSW Records Officer is the chairperson unless an alternate Chairperson has been approved by the Board. If, for a particular Panel meeting, the Panel chairperson is not present within 10 minutes of the nominated starting time of the meeting, the Panel may elect a chairperson for the meeting.

3.3 Commitment of Panel members

Panel members must devote the necessary time and attention for the Panel to carry out its responsibilities.

4 Panel meetings and processes

4.1 Frequency and calling of meetings

The Panel will meet as frequently as required to undertake its role effectively.

4.2 Quorum

Two members constitute a quorum for meetings of the Panel.

4.3 Attendance by management and advisors

The Panel chairperson may also invite Company directors, staff and external advisors to attend meetings of the Panel. The Panel may request management and/or others to provide such input and advice as is required.

4.4 Access to information and advisors

The Panel has the authority to:

- (a) request management or others to attend meetings and to provide any information or advice that the Panel requires;
- (b) access the Company's documents and records;

4.5 Minutes

The Panel will keep minutes to record the proceedings and resolutions of its meetings.

Minutes of Panel meetings will be included in the papers for the next Board meeting after each Panel meeting.

4.6 Award eligibility criteria

The Panel will, in its deliberations, consider the following eligibility criteria when calling for nominations and considering award recommendations:

- (a) Life membership shall be restricted to those persons who have rendered at least ten years outstanding service to the company or its predecessor association, or have rendered at least fifteen years outstanding service to the sport of athletics in New South Wales.
- (b) Service Merit Awards may be granted to any registered member who has rendered distinguished service to athletics in New South Wales for a period of at least ten years.

5 Review and publication of charter

The Board will review this charter to ensure it remains relevant to the current needs of the Company. The charter may be amended by resolution of the Board.

Approved by the Board on 5th December 2018.