



Business Excellence Awards Committee

Terms of Reference

Approved by DDCC Board of Directors: September 2015

1.0 COMMITTEE TITLE

1.1 Business Excellence Awards Committee

2.0 ESTABLISHMENT

2.1 The Business Excellence Awards Committee is established as a Standing Committee of the Drumheller & District Chamber of Commerce (DDCC) as per By-Law 6.06.

3.0 PURPOSE

3.1 To provide direction and support to Chamber staff as needed to plan and execute the annual Business Excellence Awards, as part of the DDCC's Small Business Week activities.

4.0 MANDATE

4.1 To provide a stable non-dues revenue source for the Chamber of Commerce

4.2 To provide an event for the community where outstanding businesses, groups and individuals are recognized

4.3 To build upon the event each year, increasing the standards and value of the event.

5.0 RESPONSIBILITIES

5.1 Work with Chamber staff to evaluate the award categories, criteria, process, and gala, and recommend changes, as required

5.2 Assist with promoting the event to encourage attendance

5.3 Assist in obtaining event sponsors

5.4 Each year, review the nominations and select the finalists and recipients of each award, based on a uniform rating system

5.4 Maintain confidentiality regarding information submitted in the nomination process and decisions made by the Committee regarding finalists and award winners.

6.0 COMPOSITION

6.1 The Business Excellence Awards Committee shall be comprised of a minimum of five (5) Drumheller and District Chamber of Commerce members in good standing, made up of the following:

- a) The Chairperson appointed by the President of the DDCC Board of Directors and ratified by the Chamber Board at its April meeting

each year. The Chairperson will be an elected Chamber Board member;

- b) A minimum of four (4) Chamber members.
- c) The Business Excellence Awards Committee may, from time to time, invite interested parties from the public at large to assist the committee on an advisory basis. The committee shall determine the duration and type of service of invitees.

6.2 A committee member can resign from the Business Excellence Awards Committee at any time. Members may also be removed from the committee, after review from the Committee Chairperson, should the member be under performing or not able to provide meaningful contribution to the committee.

7.0 REPORTING

7.1 The Business Excellence Awards Committee will be accountable to the Chamber Board of Directors.

7.1.1 Communication between the Business Excellence Awards Committee and the Chamber will be through the Committee Chairperson.

7.2 The Business Excellence Awards Committee will report as needed to the Chamber Board on matters specific to the activities of the Committee.

8.0 MEETINGS

8.1 Meetings shall be held as needed from June to October.

8.2 Meetings shall be governed by a majority vote of the committee members present. The final authority for majority consensus shall rest with the Chairperson.

8.3 A quorum shall consist of three (3) committee members.

8.4 Only one representative per member in good standing shall be permitted on the Committee.

8.5 The Committee will receive the necessary resources from Chamber staff to fulfill its mandate, and will be supported administratively by a Chamber staff person.

8.6 The Chairperson shall work with the Executive Director (or designate) to plan meeting agendas.

8.7 Minutes of each Business Excellence Awards Committee meeting shall be kept by the Chamber Executive Director (or designate) and approved copies of such meeting minutes distributed to each member.

9.0 FINANCIAL

9.1 Chamber staff will prepare an annual Business Excellence Awards budget for the upcoming year for consideration during the budget approval process in November.

9.2 The Chairperson is responsible to the Chamber Board for effective operation of the Committee under the approved budget.

10.0 AMENDMENTS

10.1 These Terms of Reference shall not be rescinded, altered or added to except by special resolution of the committee.

10.2 Special Resolution

- a) A special resolution can be proposed to, and passed at, any Business Excellence Awards Committee meeting.
- b) The Chairperson (or designate) shall give at least fourteen (14) days' notice by email, specifying the time and place of the Business Excellence Awards Committee meeting at which any special resolution will be proposed, specifying the intention to propose the resolution as a special resolution.
- c) A special resolution shall be passed by a majority vote of such members in attendance and entitled to vote.

10.3 Upon completion of Article 9, Section 9.2, the revised Terms of Reference shall be presented to the Chamber Board for consideration.

11.0 PARLIAMENTARY AUTHORITY

11.1 The Business Excellence Awards Committee will be governed by Robert's Rules of Order Newly Revised.