



MANITOBA SOCCER ASSOCIATION POLICIES AND ADMINISTRATIVE PROCEDURES



MANITOBA SOCCER HALL OF FAME TERMS OF REFERENCE

ROLE OF THE COMMITTEE

The Manitoba Soccer Hall of Fame Committee is a committee of the Board. The Committee will collect and select recommendations of inductee(s) to be honoured in the Manitoba Soccer Hall of Fame. These recommendations will be made on an annual basis leading up to Manitoba Soccer's Night of Excellence in early March.

The committee will also be vital in preparing and maintaining the display at the Winnipeg Soccer Federation North complex.

KEY RESPONSIBILITIES

- Develop nomination criteria
- Seeking out and collecting nominations
- Vetting through nominations and preparing a recommendation for the Board
- Preparing communication to selected inductee(s) about their nomination to the Hall of Fame on behalf of the committee and Board President
- Preparing and maintaining the Hall of Fame display
- Liaising with MSA staff to order award to be presented at Manitoba Soccer's Night of Excellence
- Observe the highest standards of impartiality, integrity and objectivity in their consideration of potential inductees.

COMPOSITION

The Board appoints members to the Committee. The Committee will be composed of a minimum of five (5) persons. The Board will designate the Chairperson of the Committee, who shall be a Director. Members will serve for a term of twelve (12) months, with the possibility of an extension at the Board's sole discretion.

MEETINGS

The Committee will meet as often as the Chair deems appropriate to fulfill its mandate. Members may participate in person or through telephonic or electronic means.

In the event of the absence of the Chair or at the request of the Chair, meetings may be chaired by a member designated by the Chair or (in the absence of such delegation) by a member attending the meeting.

REVIEW AND APPROVAL

The Terms of Reference will be reviewed and confirmed by the Board at least every two years.



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APPROVED BY: Manitoba Soccer Association Board of Directors
DATE OF APPROVAL: