



# **THE CAMOGIE ASSOCIATION**

An Cumann Camógaíochta

## **All-Stars Committee Terms of Reference**

**Approved by Ard Chomhairle on 08/07/2020**

### **1. Overview**

- 1.1 The purpose of the All Stars Committee is to provide nominations and select players as per the All Star Selection Criteria ratified by Ard Chomhairle for the All Stars and Soaring Stars.
- 1.2 The Committee shall be responsible for the nominations and selection of the Manager of the Year Award as appropriate

### **2. Membership**

- 2.1 The All Stars Committee is a committee of Ard Chomhairle
- 2.2 The Terms of Reference of the All Stars Committee must be approved and ratified by Ard Chomhairle
- 2.3 The Committee shall comprise of up to eight members. Only members of the committee have the right to attend committee meetings. The Ard Stiurthóir, other members of management may be invited to attend for all or part of any meeting on an ex-officio basis, as and when appropriate and necessary. Ex-officio attendees will not have any voting rights.
- 2.4 Nominations to the All Stars Committee will be made by the Uachtarán and must be ratified by Ard Chomhairle. However in putting forward candidates for ratification by Ard Chomhairle, the Uachtarán must ensure that no nominee will have sat for more than 6 consecutive years on the same committee. The Uachtarán will appoint the Chair of the All Stars Committee.
- 2.5 Appointments to the Committee shall be for a period of three years and will take place on a three yearly cycle to coincide with incoming Uachtarán taking office. In making appointments to the committee, Ard Chomhairle must ensure there is adequate continuity from one three year cycle to another.
- 2.6 In the event that a committee member resigns before the end of his\her term or becomes unavailable due to sickness/death/other commitments, the Uachtarán

will have the power to co-opt a replacement(s) for the remainder of the Uachtarán's term. The co-opted member must be ratified by Ard Chomairle.

- 2.7 In the event that a committee member over their term is deemed by the Chair of the Committee to be unable to commit to the responsibilities of the Committee, the Uachtarán will have the power to co-opt a replacement(s) for the remainder of the Uachtarán's term. The co-opted member must be ratified by Ard Chomairle.

### **3. Secretary**

- 3.1 The Secretary shall be appointed by the committee from within its membership. The Secretary will ensure that the committee receives information and papers in a timely manner to enable full and proper consideration of all matters on the agenda.

### **4. Quorum**

- 4.1 The quorum necessary for the transaction of business shall not be less than 80% of committee membership. .

### **5. Meetings**

- 5.1 The committee shall meet up to four times a year and otherwise as required.

### **6. Notice of meetings**

- 6.1 Meetings of the committee shall be called by the Secretary of the committee on the request of the committee chair.
- 6.2 Unless otherwise agreed, notice of each meeting confirming the venue, time and date together with an agenda of items to be discussed, shall be forwarded to each member of the committee and any other person required to attend no later than seven working days before the date of the meeting. Supporting papers shall be sent to committee members and to other attendees, as appropriate, at the same time. The Chair can waive the notice period, providing a majority of the committee agree.

### **7. Minutes of meetings**

- 7.1 The Secretary shall maintain minutes of the proceedings and resolutions of all committee decisions, including the names of those present and in attendance. A draft note of decisions of committee meetings shall be circulated and approved by members of the All Stars Committee at a subsequent meeting. Once agreed note of meeting will be retained in physical form. All notes of meetings will be available on a digital repository for inspection by Uachtarán and Ard Stiurthóir following

All Star Banquet. For the purposes of confidentiality and the integrity of the All Star Awards notes of All Star Meeting will not be circulated to Ard Chomhairle members.

## **8. Annual Congress**

8.1 The committee Chair should report to the Annual Congress on his/her stewardship of the All Stars Committee for the previous twelve months and to answer any member's questions on the committee's activities.

## **9. Duties**

The committee shall:

- 9.1 Make recommendations to Ard Chomhairle on the criteria for the selection process of player nominees for the awards and on the appropriate number of awards per championship grade
- 9.2 Agree on scheduling of committee members in respect of attendance at all games as per criteria set out by Ard Chomhairle over the course of the relevant playing season.
- 9.3 Nominate and select players as per the criteria ratified by Ard Chomhairle for the following teams/selections: All-Stars and Soaring Stars
- 9.4 Nominate and select the Manager of the Year where appropriate
- 9.5 Liaise with the Intercounty Players Representative Body on the nomination and selection of the Players Player of the Year
- 9.6 Liaise with other Ard Chomhairle Sub Committees as appropriate
- 9.7 Provide regular reports to Ard Chomhairle and a report to Annual Congress on its activities/decisions

## **10. Reporting responsibilities**

- 10.1 The committee chair shall report in writing to Ard Chomhairle on its proceedings after each meeting on all matters within its duties and responsibilities.
- 10.2 The committee may in its end of year report shall make recommendations to Ard Chomhairle on matters within its remit where action or improvement is needed.

## **11. Other matters**

The committee shall:

- 11.1 Have access to sufficient resources in order to carry out its duties, including access to the Association's staff for assistance as required
- 11.2 Be provided with appropriate and timely training, both in the form of an induction programme for new members and on an on-going basis for all members

11.3 Review its terms of reference annually and make recommendations for any changes to the Governance Committee

11.4 Arrange for periodic reviews of its own performance and, at least annually to ensure it is operating at maximum effectiveness and recommend any changes it considers necessary to Ard Chomhairle for approval

## **12. Authority**

12.1 The committee's authority is as set out in Rule 10.5(e) and Rule 10.6 of An Treoir Oifigiúil (Official Guide Part I). Rule 10.6 states '....Ard Chomhairle Standing Sub-Committees will be required to work to specific terms of reference....'

12.2 The committee's authority on any matters rests within its terms of reference subject to prior approval by Ard Chomhairle.

### **Note:**

These Terms of Reference are framed to facilitate the Association's compliance with:

- Sport Ireland's Code of Practice for Good Resource Management of Community, Voluntary and Charitable Organisations (CVC)
- Sport NI Resource Management requirements
- Good practice for non-profits in general
- An Treoir Oifigiúil (Official Guide Parts I to VI)

**Dated Terms of Reference Approved by Ard Chomhairle 08/07/2020**