



BC Swimming Hall of Fame Committee

Terms of Reference:

1. **Mandate:** The BC Swimming Hall of Fame Committee is a semi-autonomous Operations Committee of Swim BC working on behalf of the Swim BC Executive Director and the BC Swimming Community.
2. **Purpose:** The Committee is responsible for receiving, reviewing and advising Swim BC and the BC Swimming Community on annual nominations and criteria review for the BC Swimming Hall of Fame; and where applicable, advocate for inductions to external association Hall of Fames such as BC Sports Hall of Fame; the Swimming Canada Circle of Excellence and other community Hall of Fames. The Committee is also responsible for the maintenance, review and revision of the BC Swimming Hall of Fame induction criteria.
3. **Key Duties:**
 - Curate the current BC Swimming Hall of Fame including biography review and photographic content;
 - Review, edit where necessary and maintain BC Swimming Hall of Fame induction criterion;
 - Maintain a list of pending candidates and a strategy for induction timing;
 - Individual committee members receive and/or provide nominations for review and ratification of the BC Swimming Hall of Fame committee.
 - Provide nominations for the BC Sport Hall of Fame as determined (submission deadline July 1)
4. **Composition and Appointment:**

The Committee is composed of five (5) members:

 - Swim BC Executive Director (chair);
 - Two (2) current members of the BC Swimming Hall of Fame as nominated by BC Swimming Hall of Fame members;
 - Appointed Historian – a member of the swimming community who maintains a strong connection to the BC competitive swimming community and who is able to direct content research on current and future Hall of Fame members.
 - BC Swimming expert – a member of the BC swimming community who maintains a passion for celebrating the history of our sport and maintains an active role as an administrator, coach, official or swimmer.
 - Swim BC Club Services Manager.

The members of the committee are nominated and appointed by the Swim BC Executive Director. Expressions of interest will be solicited in August of each year by membership posting.
5. **Meetings:** The Committee meets as required by telephone or in person, at the request of the Chair or as requested by any Committee member.
6. **Term:** The committee will be renewed annually in September.
7. **Reporting:** The Committee reports to the Executive Director in writing after every meeting.
8. **Review and Approval:** The Executive Director reviews these terms of reference every two years, or as required.

Approval: Jan / 16 / 2020

Reviewed: Jan / 2022