

COMMITTEE POLICY

1. PURPOSE

This policy outlines the scope and responsibility for the formation and dissolution of committees and other like entities that serve to assist the Ontario Speed Skating Association in carrying out the day-to-day business of the organization and advancing the organization's strategic direction.

2. DEFINITIONS

For clarity and interpretation, the following terms are used throughout this policy.

- a. **Association** refers to the Ontario Speed Skating Association operating as Speed Skating Ontario.
- b. **Board** refers to the duly elected Board of Directors of the Association as stated in the Association's Bylaws
- c. **Committee** when used as a noun refers to all groups of people brought together to fulfill a specific task or function in support of the organization as defined by a Terms of Reference as approved by the Board or the Executive Director.

3. TYPES OF COMMITTEES

There are four (4) types of committees defined within this policy:

- a. Board Committees
- b. Operational Committees
- c. Councils & Advisory Groups
- d. Working Groups & Task Forces

A. Board Committees

Board committees are established by the Board to assist them in their duties, as defined in their Terms of Reference, and as permitted by law. The Board shall, at a minimum establish and maintain the following committees:

1. Nominating
2. Risk Management

Decision Making Authority

Board committees are advisory in nature and will work by consensus. They are responsible for preparing reports and recommending actions, for the board and/or the voting members to approve or reject.

Composition

Board committees shall be composed of a minimum of three members, including at least one member of the current Board.

Term limits

No one individual may serve more than eight (8) consecutive years.

Terms of Reference

Board committees will be governed by a Terms of Reference which is to be reviewed and approved annually. The terms of reference will at a minimum include the following information:

- Purpose or mandate
- Composition
- Key Responsibilities
- Roles, Responsibilities and Qualifications of members
- Authority
- Revision cycle for Terms of Reference

B. Operational Committees

Operational committees are standing committees established by the Executive Director to assist in carrying out the day-to-day operations of the organization, in collaboration with staff. Areas of activity where operational committees may be established include, but are not limited to:

- Athlete Selection
- Technical
- Competition Management
- Coach Development
- Officials Development
- Marketing and Communications
- Fundraising
- Membership
- Sport Development

Decision Making Authority

Operational committees will have the authority to make policy and budgetary decisions, if applicable, as defined by their respective terms of reference and the policies and procedures of the organization.

Any financial decision which steps outside of the scope of a pre-approved budget will be subject to approval of the Executive Director. At any time, if the Executive Director determines that a decision of a committee is not in line with the strategic direction of the organization or may represent a risk to the organization, they may request a review of the decisions and/or refer the decision to the Board for review.

Composition

Operational committees shall be composed of a minimum of three individuals, plus a designated staff person. The Executive Director will attend meetings, as they deem necessary but will not hold a vote unless specified in the terms of reference.

At least half of all standing committee members shall be selected through an open call and/or public nomination process, with remaining members to be appointed by the Executive Director.

Term limits

No one individual may serve more than eight (8) consecutive years. The term limit does not apply to employees.

Terms of Reference

The Executive Director is responsible for reviewing and approving the terms of reference of all operational committees. Terms of reference may be revised at any time and will be formally reviewed at least once every three (3) years.

The Executive Director will keep the Board informed of the status of all operational committees as part of their operational reports to the board. It is anticipated that the specific needs for operational committees will evolve over time.

The terms of reference will include:

- Purpose or mandate
- Composition
- Term length
- Key Responsibilities
- Qualifications of members
- Authority
- Revision cycle for Terms of Reference

C. Advisory Groups and Councils

Advisory groups and councils are standing bodies with whom the Board and/or Executive Director will regularly meet and consult with on topics of strategic importance to the organization and to discuss day to day operations related to a specific area of activity in the spirit of collaboration and open communication.

At a minimum, an Athlete Council and a Club Council will be maintained.

Decision Making Authority

While advisory groups and councils will regularly meet and may come to agreement on a course of action, they will have no formal decision-making authority. Members of advisory groups and councils will be responsible for following through on actions within their own stakeholder group.

Composition

The composition of each council and advisory group is specific to the terms of reference. In general, the Board of Directors and Association staff are not members of these councils but may regularly attend meetings to provide updates and receive information. Administrative support may also be provided by the office.

Terms of Reference

The activities of each council and stakeholder group shall be defined within their terms of reference. At a minimum the terms of reference will include:

- Purpose or mandate
- Composition and eligibility criteria
- Term length (where applicable)
- Key responsibilities
- Rules for meetings
- Decision making process

D. Working Groups and Task Forces

Working groups and task forces are groups of individuals who are brought together to address a specific question or challenge facing the organization.

Their mandates exist for a finite period with a specific start and end date within which their work is to be completed. A typical mandate will be between 3 months and 18 months in length. Should the work need to be extended beyond two years, consideration should be given to transferring the responsibility to an operational committee or staff.

Decision Making Authority

Working groups will be given full decision-making authority, supported by human and financial resources to fulfill their mandate, with final products being returned to the Association to be integrated into regular operational activities.

Composition

Working groups and task forces shall be appointed either by the Board or the Executive Director with a focus on ensuring appropriate expertise and representation to fulfil their mandate. Working groups may include staff and volunteers as well as paid contractors.

Terms of Reference

The mandate of working groups and task force will be tightly defined in the terms of reference and will include:

- Mandate
- Composition
- Key Deliverables and Timelines
- Resourcing