



Terms of Reference Regions Committee

PURPOSE

The Regions Committee shall support the work of Skate Canada: Alberta – NWT/Nunavut employees to further the development of each Region and related activities within the Section. The Regions Committee will operate under the direction of the Executive Director.

COMPOSITION

- The Lead of the Committee is appointed by the Executive Director in consultation with the Section Chair.
- The Committee Lead may be a staff member or a volunteer (Board of Director members are not eligible to be a Committee Lead).
- The Committee consists of the following members:
 - Committee Lead
 - Nine Region Representatives – elected within each of the nine Regions as applicable
 - Staff Resource (if required)
 - Director Regions (non-voting member)
 - Nunavut Representative (non-voting member)

TERMS

- The Committee Lead is appointed for a one-year term.
- Committee members hold 2-year terms as per election processes.
- In the event of a vacancy of the Committee Lead, the Executive Director, in consultation with the Section Chair, will appoint a qualified person to fill the vacancy until the end of the term.
- Members of the Committee will be elected in conjunction with the Section Bylaws.
- In the event of a vacancy of a Committee member, a qualified person will fill the vacancy in conjunction with the Section Bylaws.
- The Executive Director may remove any member of the Committee who, at any time, fails to comply with these Terms of Reference, Skate Canada: Alberta-NWT/Nunavut Policies or Skate Canada: Alberta-NWT/Nunavut Bylaws.

AUTHORITY

- The Committee may develop and approve procedures and guidelines pertaining to their particular area of responsibility.



Terms of Reference Regions Committee

- The Committee may make policy recommendations to the Board of Directors or the appropriate Standing Committee.
- The Committee has no authority to contravene or change Skate Canada: Alberta – NWT/Nunavut Bylaws, or Board approved policies.
- The Committee has no authority to approve changes to operational budgets but may recommend budget add-ons or programming initiatives with budget implications to the Executive Director.
- Working Groups may be formed within the committee according to established process.

RESPONSIBILITIES

- Review the Terms of Reference annually;
- Provide recommendations and identify any specific deliverables;
- Committee members attend meetings, are prepared and review materials in advance, are punctual, actively participate in meetings, conduct themselves professionally, participate and contribute to committee work and notify the Committee Lead if they will be absent;
- All Committee members are expected to participate in the development of the Committee Annual Work Plan;
- The Committee Lead prepares minutes, file and make available to the Board of Directors, Section staff and all Standing and Operational committees;
- Committee Lead prepares and submits written Committee Reports at least 3 times per year (September, January and April);
- Committee Lead prepares and submits an Annual Report in April;
- Committee Lead prepares and submits Strategic Plan Progress Reports a minimum of 3 times per year (September, January and March);
- Provide additional communication to the Board of Directors as requested by the Executive Director;
- Region Representatives are responsible for encouraging their respective clubs/schools within their Region to participate in the Section Awards Program and to assist the Section Office in creating awareness of the Awards Program
- Consider opportunities to nominate for annual awards;
- Participate in annual recruitment and succession planning at the Region and Section levels;
- Review and update all documents, manuals and forms related to Committee;
- To encourage and monitor Skate Canada programs in all communities;



Terms of Reference Regions Committee

- To encourage communities to establish Skate Canada clubs and support the establishment and ongoing maintenance and monitoring of the clubs;
- To encourage, coordinate, approve and monitor Region activities in the areas of competitions, and test days, in conjunction with the Competition Committee Lead, the Evaluators/Judges Lead and Member Services Manager;
- To improve and enhance communications among Region members and across Regions;
- To develop, implement and monitor strategies to encourage closer working relationships and consistency between all Regions and within Regions;
- To be familiar with the Club Code of Ethics, Parent Code of Ethics and the Coaches Code of Ethics and other Skate Canada policies and programs related to clubs;
- Where issues cannot be resolved at the club/school level the club/school should reference and follow the Section Dispute Resolution Process;
- To provide input/advice/expertise as required on any club/school matters within the Section;
- Region Representatives to chair and lead their respective Local Region Committees and abide by the Local Region Committee Terms of References;
- To be familiar with the Regions Operations Manual which is used as a guideline for the role as Region Representative

MEETINGS

- Develop a meeting schedule to facilitate achievement of the Committee's Work Plan;
- The meeting schedule includes at minimum of 3 meetings per year; (September, mid-season and May)
- Meetings are conducted as per the Board and Committee Meeting Procedures.
- The Section Chair and Executive Director may attend any Committee Meeting at their discretion.

APPROVAL

This version of the Terms of Reference was approved by the Executive Director.

Revised: September 13, 2017