



LOCAL REGIONS COMMITTEE TERMS OF REFERENCE

Committee Composition

Committee shall consist of a minimum of five elected persons:

- Region Representative - elected by representatives of Region Clubs/Skating Schools
- Assistant Region Representative - elected by representatives of Region Clubs/Skating Schools
- Secretary / Treasurer - elected by representatives of Region Clubs/Skating Schools
- High Assessment Coordinator - elected by representatives of Region Clubs/Skating Schools
- Region Coaching Representative - elected by Region coaches

Local Region Committee Nominating Chair:

This position is required annually to facilitate the election process within the Region. Requirements and duties of this position include:

- Individual must not have any intent of putting their name forward for an elected position in the current election year
- Individual may be a member of the Local Region Committee or may be an individual within the Region that may be appointed by the Local Region Committee
- Be the contact person for elections within their respective Region
- Runs the election process at the Local Region Annual General Meeting

Optional Members:

- Past Region Representative - past Region Representative of the Region
- Member-at-Large - elected by representatives of Region Clubs/Skating Schools

Regions may combine roles. The maximum number of committee members must not exceed seven.

Responsibilities and Authority

The Local Region Committee (Committee) is responsible for the leadership and governance of the Region. The Committee operates under the direction of the Executive Director of Skate Canada: Alberta-NWT/Nunavut (Section) through the Regions Committee. The Committee represents the members of the Region and reports to the Section Regions Committee through the Region Representative. The Committee facilitates and promotes Skate Canada programs, policies and procedures in coordination with the Section Office. Responsibilities include co-ordination of activities, sharing of information and providing support to Clubs/Skating Schools, coaches, parents, skaters and officials.

Function of the Local Region Committee

- To hold a minimum of two meetings per year with member Clubs/Skating Schools in each respective Region. One usually in the Fall (September) and the second meeting in each year will be designated as the Annual General Meeting. Additional meetings are encouraged to be held as required. The members of the Local Region Committee are encouraged to hold meetings amongst the committee members to discuss activities, issues, concerns, initiatives within their Region.
- To encourage and monitor Skate Canada programs in all communities.

- To encourage communities to establish Skate Canada clubs/skating school and support the establishment and ongoing maintenance and monitoring of the clubs and skating schools.
- To encourage, coordinate and monitor Region activities in the areas of competitions, assessment days and Region clinics as required.
- To facilitate communication among Region members.
- To provide assistance as required to region members, clubs and skating schools. Where issues cannot be resolved at the Region level they are to be referred to the Member Services Manager.
- To provide input / advice / expertise as required on club/skating school matters within the Region.
- To distribute Skate Canada literature, materials and workshop information on a timely basis.