

## CLUB RESOURCE COMMITTEE TERMS OF REFERENCE

<b>NAME &amp; TYPE</b>	Skate Ontario Club Resource Committee
<b>PURPOSE</b>	<p>The Club Resource Committee is an operating committee that will support the ongoing development of club resources. These resources will provide the necessary tools to aid clubs with their ongoing operations.</p> <p>Upon request, the committee will provide advice and feedback to the Manager, Club Development on club development related activities included in the annual operational plan.</p>
<b>SPECIFIC AREAS OF RESPONSIBILITY</b>	<p>The Committee will perform the following key duties:</p> <ul style="list-style-type: none"> <li>• Aid in the development of resources in support of clubs and their ongoing operations</li> <li>• Upon request, the committee will provide advice and feedback to the Manager, Club Development on club development related activities included in the annual operational plan</li> <li>• Other responsibilities as required by the Director, Finance &amp; Business Operations or Manager, Club Development.</li> </ul>
<b>COMPOSITION</b>	<p>The Club Resource committee shall be made up of a core group of five (5) individuals including the Chair.</p> <p>Committee members shall possess one (1) or more of the following skill sets.</p> <ul style="list-style-type: none"> <li>• Experience with by-law and policy development</li> <li>• Experience with club management</li> <li>• Experience with volunteer recruitment &amp; retention</li> <li>• Experience with implementing Skate Canada programming</li> </ul> <p>The Committee where necessary may form sub working groups and may bring in advisors to facilitate/support the work of the Committee.</p> <p>The Chair shall serve a two (2) year term, which may be renewed at the discretion of the Manager, Club Development. A Chair can be appointed for a maximum of 3 consecutive terms on the committee.</p> <p>Committee members (excluding the chair) shall serve a two (2) year term, which may be renewed at the discretion of the Manager, Club Development. The term of 50% of the members will expire in even years, 50% will expire in odd years, except for the 2018 implementation year. A committee member can be appointed for a maximum of two (2) consecutive terms.</p> <p>Committee members will be appointed by the Manager, Club Development in consultation with the Chair and Director, Finance and Operations.</p>



		Regular attendance and full participation in meetings and project sub working groups are important elements in the functioning of this committee. If a member is unable to fulfil their commitment, the Manager Club Development in consultation with the Chair & Director, Finance and Operations may determine a replacement.
<b>MEETINGS / TIMEFRAME/ REPORTING/ DEADLINE</b>		<ul style="list-style-type: none"> <li>• The Committee will meet as needed, but at a minimum of two (2) times a year, at the request of the Committee Chair or Manager, Club Development.</li> <li>• The Committee will report to the Manager, Club Development, through the Chair.</li> <li>• Meeting notes of committee meetings will be recorded by Skate Ontario staff and circulated within seven (7) calendar days of the committee meeting.</li> </ul>
<b>APPROVAL REVIEW DATE</b>		<p>Approved on: August 27, 2018</p> <p>Approved By: Lisa Alexander</p>

