

JUDGES, EVALUATORS AND TECHNICAL OFFICIALS COMMITTEE

TERMS OF REFERENCE

NAME	Skate Ontario JET (Judges, Evaluators and Technical officials) Committee
PURPOSE	<p>The JET Committee is an operating committee that will support the recruitment, development and promotion of all Judge, Evaluator and Technical officials across the province of Ontario.</p> <p>Upon request, the Committee shall consult with and provide technical advice to the Manager, Events and Operations on event related issues.</p>
SPECIFIC AREAS OF RESPONSIBILITY	<p>Each sub-committee will focus on the following for their respective areas:</p> <ul style="list-style-type: none"> • Recruitment • Training • Education • Promotion of new and current officials • Retention • Support • Assignment • Adhere to Sub Committee Work Plan tasks and deadlines. Work Plans will be developed in consultation with each Sub Committee Lead. <p>Each lead will be responsible for the recruitment of their sub-committee members subject to the approval of the Manager, Events and Operations.</p>
COMPOSITION	<p>The JET committee shall be made up of a core group of five (5) individuals including the Chair:</p> <ul style="list-style-type: none"> • One (1) Judge – Who will serve as a lead of the Judge sub-committee • One (1) Technical Representative - Who will serve as a lead of the Technical Representative sub-committee • One (1) Technical Official - Who will serve as a lead of the Technical Official sub-committee • One (1) Synchro Official - Who will serve as a lead of the Synchro sub-committee <p>The Evaluator portfolio will be managed by a designated staff member who reports to the Manager, Events and Operations and will attend meetings.</p>



	<p>The Chair shall serve a 2-year term, which may be renewed at the discretion of the Manager, Events and Operations. The Chair will be appointed by the Director, Finance and Business Operations. A Chair can be appointed for a maximum of 3 consecutive terms on the committee.</p> <p>Each member of the committee will serve as the lead of the related sub-committee to facilitate and support the needs of the committee.</p> <p>Committee members shall serve a 2-year term, which may be renewed at the discretion of the Manager, Events and Operations. The term of 50% of the members will expire in even years, 50% will expire in odd years. A committee member can be appointed for a maximum of two consecutive 2-year terms.</p> <p>Regular attendance and full participation of each lead in meetings is an important element in the functioning of this committee. If a member is unable to fulfil their commitment, the Manager, Events and Operations in consultation with the Chair and Director, Finance and Operations, may determine a replacement.</p> <p>Committee members will be appointed by the Manager, Events and Operations after consultation with the Chair and Director, Finance and Operations.</p>
<p>MEETINGS / TIMEFRAME/ REPORTING/ DEADLINE</p>	<ul style="list-style-type: none"> • The Committee will meet as needed, but at a minimum of two (2) times a year, at the request of the Chair or Manager, Events and Operations. • The Committee will report to the Manager, Events and Operations through the Chair • Meeting notes of committee meetings will be recorded by Skate Ontario staff and circulated within seven (7) calendar days of the committee meeting.
<p>APPROVAL REVIEW DATE</p>	<p>Approved on: August 27, 2018</p> <p>Approved By: Lisa Alexander</p>

