

Ontario Sections Organizational Working Committee

MANDATE

Reporting to the president of Skate Ontario and the Skate Ontario Board of Directors that includes the section chairs of the Northern Ontario, Western Ontario, Central Ontario and Eastern Ontario sections of Skate Canada, the Ontario Sections Organizational Working Committee will audit all existing assets (physical, intellectual, programming, financial) found within the four Ontario sections of Skate Canada and evaluate how cost and delivery efficiencies can be realized, operating procedures can be improved leading to a new improved operating structure that aligns with Skate Canada's new Strategic Plan.

KEY DUTIES

- 1.1 With the goal of producing a report on a way-forward for the governance for figure skating in Ontario that meets the needs of the four sections and the board of Skate Ontario:
 - 1.1.1 Clearly identify Critical path, milestones and key measurement objectives of the committee
 - 1.1.2 Identify the process for outreach to relevant stakeholders of the sections.
 - 1.1.3 Provide clarity on the legal implementation of decision making around amalgamation
 - 1.1.4 Implement a process of securing critical information from the sections (financial, human resources, governance, programs, contracts, assets, etc.) to conduct the audit. Ensuring equitable representation of stakeholder thinking, inclusive of skaters, coaches, administrators, officials, parents, sponsors and multi-sport funding partners.
 - 1.1.5 Maintain consistent dialogue with Skate Ontario and the four Ontario sections of Skate Canada and request guidance as necessary.
- 1.2 With the guidance of the President of Skate Ontario [as necessary] identify the design of the audit and evaluation process taking into direct consideration the key areas of focus from the February 21st Skate Ontario strategic planning session considering the success indicators and high level next steps:
 - 1.2.1 Athlete focus
 - 1.2.2 Amalgamation of current entities
 - 1.2.3 Governance
 - 1.2.4 Best practices
 - 1.2.5 Regional differences
- 1.3 With the guidance of the President of Skate Ontario and the Skate Ontario Executive Director, and when relevant, the Skate Ontario Board of Directors [as necessary] provide stakeholder communication.
 - 1.3.1 Sectional/Skate Ontario AGM's
 - 1.3.2 Committee reports
 - 1.3.3 Planning related communication
 - 1.3.4 Correspondence with Skate Canada and third party funders

- 1.4 Production of a final report outlining the findings of the Working Committee and a detailed plan to implement the preferred way forward.
- 1.5 Support of the President of Skate Ontario in representing the plan to the section chairs of the Ontario sections (Central Ontario, Eastern Ontario, Northern Ontario and Western Ontario sections Board of Directors.
 - 1.5.1 Relevant and timely status reports to the four section Board of Directors.
 - 1.5.2 Final presentation in April / May 2016.
- 1.6 An evaluation [*as requested*] of the effectiveness of the Organizational working Committee.

AUTHORITY

- 1.7 The committee operates under the authority of the President of Skate Ontario and reports through the Skate Ontario board to the four section chairs.
- 1.8 The committee has no authority to contravene Skate Canada bylaws or board policies.
- 1.9 The committee has no authority to approve or adopt a new operating structure. The authority to approve the strategic plan rests with the Board of Directors of Skate Ontario which constitutes the President, Past President and chairs of the Ontario sections.

COMPOSITION

- 1.10 In consultation with the section chairs of the four Ontario sections of Skate Canada, the president of Skate Ontario will appoint the members of the working group. The committee will be made up of competency-based individuals who bring proven expertise in:
 - 1.10.1 Governance
 - 1.10.2 Human Resources
 - 1.10.3 Sport Technical
 - 1.10.4 Marketing/Communication
 - 1.10.5 Finance
 - 1.10.6 Skating Volunteerism
- 1.11 The Chair of the Committee will be selected by the president of Skate Ontario in consultation with the four section chairs.

TERM OF OFFICE

The Committee members will be appointed in April of 2015 with completion targeted for no later than May of 2016.