

## DATA SPECIALIST COMMITTEE TERMS OF REFERENCE

<b>NAME &amp; TYPE</b>	Skate Ontario Data Specialist Committee - Operating
<b>PURPOSE</b>	<p>The Data Specialist Committee will manage the recruitment, development, promotion and administration of all Data Specialists in Ontario, ensuring that events throughout the province are staffed with qualified people.</p>
<b>COMPOSITION</b>	<p>The Committee shall consist of representatives with the necessary expertise to deliver on the objectives of the Committee.</p> <p>The Data Specialist Committee shall be made up of a core group of four (4) individuals in addition to the Chair. Committee members shall possess the following key competencies:</p> <ul style="list-style-type: none"> <li>• Knowledge of Skate Canada rules and regulations, particularly those concerning results calculation</li> <li>• Experience as a Level III Data Specialist preferred, or a Level II Data Specialist with minimum two years experience at this level</li> <li>• Excellent leadership, deportment and communication skills</li> <li>• Team player who acts with integrity and honesty</li> <li>• Must adhere to confidentiality measures about discussions and decisions made in meetings</li> <li>• Basic computer skills</li> </ul> <p>The Committee shall consult with and provide advice to the Director, Finance and Business Operations on policies and program matters as required or requested.</p> <p>The Committee where necessary may form sub or working groups and may bring in advisors to facilitate/support the work of the Committee.</p> <p>The Chair will be appointed by the Director, Finance and Business Operations.</p> <p>Committee members shall serve a 2-year term, which may be renewed at the discretion of the Director, Finance and Business Operations. The term of 50% of the members will expire in even years, 50% will expire in odd years, except for the 2017 implementation year. A committee member can be appointed for a maximum of 2 consecutive terms.</p> <p>Committee members will be appointed by the Director, Finance and Business Operations after consultation with the Chair.</p> <p>Regular attendance and full participation in meetings and project sub-groups are important elements in the functioning of this committee. If a member is unable to fulfil their commitment, the Director, Finance and Business Operations in consultation with the Chair may determine a replacement.</p>
<b>DECISION-MAKING PROCESS</b>	Decisions of the committee shall be made by majority vote. In the case of a tie, the Chair shall cast a second deciding vote.
<b>AUTHORITY DELEGATED</b>	The Committee shall make recommendations as related to DS activities in Ontario to the Director, Finance and Business Operations on matters such as the review and development of

	<p>policy and process. The Director, Finance and Business Operations or designate will serve in an advisory capacity to the Committee.</p>
<p><b>MEETINGS / TIMEFRAME/ REPORTING/ DEADLINE</b></p>	<ul style="list-style-type: none"> <li>• The Committee will meet as needed, but at a minimum, four times a year, at the request of the Committee Chair or Director, Finance and Business Operations.</li> <li>• The Committee will report to the Director, Finance and Business Operations or designate through the Chair.</li> <li>• Minutes of committee meetings will be provided to the Director, Finance and Business Operations within seven (7) calendar days of the committee meeting.</li> </ul>
<p><b>ORGANIZATION SUPPORT</b></p>	<p>The Committee will receive the necessary resources from Skate Ontario to fulfill their mandate.</p>
<p><b>SPECIFIC AREAS OF RESPONSIBILITY</b></p>	<p>The Committee will perform the following key duties:</p> <ul style="list-style-type: none"> <li>• Assist in establishing a budget for the committee, training and seminars</li> <li>• Encourage the advancement of existing data specialists within the Province.</li> <li>• Provide training and continuing education for all data specialists</li> <li>• Liaise with the Staff Lead to ensure that all equipment is updated and delivered as required</li> <li>• Recommend the Assignments all data specialists for competitions, including Chief Data Specialist and Computer Data Specialist</li> <li>• Receive report from the Chief Data Specialist from all sanctioned competitions</li> <li>• Make recommendations through the Director Finance and Business Operations to Skate Canada OAPC regarding the appointment and promotion of Data Specialists</li> <li>• Consider and act upon all matters pertinent to competition data processing within Ontario.</li> <li>• Liaise with Events Staff as required through the Coordinator, Events.</li> </ul>

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