

SKATER SUPPORT COMMITTEE TERMS OF REFERENCE

NAME & TYPE	Skate Ontario Skater Support Committee
PURPOSE	The Skater Support Committee is an operating committee that will support the development, promotion and administration of Skater Support activity across the province. They will also support the development and execution of the Skate Ontario awards programs.
SPECIFIC AREAS OF RESPONSIBILITY	<p>The Committee will perform the following key duties:</p> <ul style="list-style-type: none"> • Liaise with staff to determine outfitting design, aligning with brand guide lines for all Ontario teams • Liaise with staff to determine logistics, timing, and level of support required from volunteers with respect to sizing, ordering and distribution of team clothing • Liaise with Manager, High Performance on team leader qualifications and requirements for all Team Ontario events • Develop and administer the Ontario awards programs, including bursary awards • Liaise with Manager, High Performance on Ontario award selection and Ontario award presentation • Other responsibilities as required by the Director, Sport
COMPOSITION	<p>The Skater Support committee shall be made up of a core group of five (5) individuals in addition to the Chair. Committee members shall possess one or more of the following key skill sets:</p> <ul style="list-style-type: none"> • Experience in skater support or development at the club or Sectional level • Experience with awards programs at the club or Sectional level • Experience working with logistics in organizing and distributing athlete gear <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 Director, Finance and Operations will act as an advisor in the development of the annual awards and bursary program.</p> <p>The Chair shall serve a two year term, which may be renewed at the discretion of the Director, Sport. A Chair can be appointed for a maximum of 3 consecutive terms on the committee.</p>



	<p>Committee members shall serve a 2-year term, which may be renewed at the discretion of the Director, Sport. 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 2 consecutive terms.</p> <p>Committee members will be appointed by the Director, Sport 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, Sport in consultation with the Chair may determine a replacement.</p>
MEETINGS / TIMEFRAME/ REPORTING/ DEADLINE	<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 Committee Chair or Director, Sport. • The Committee will report to the Director, Sport 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.
APPROVAL REVIEW DATE	<p>Approved on: August 27, 2018</p> <p>Approved By: Lisa Alexander</p>

