

DATA SPECIALIST COMMITTEE

TERMS OF REFERENCE

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| NAME | Skate Ontario Data Specialist Committee |
| PURPOSE | <p>The Data Specialist Committee is an operations committee whose purpose is to provide advice on the recruitment, development and promotion of all Data Specialist officials across the province of Ontario.</p> <p>Upon request, the Committee shall consult with and provide technical advice to the Skate Ontario Staff Lead on event related issues.</p> |
| SPECIFIC AREAS OF RESPONSIBILITY | <p>The committee will advise on the following:</p> <ul style="list-style-type: none"> • Recruitment • Training • Education • Promotion of new and current officials • Retention • Support • Assignment |
| COMPOSITION | <p>The DS committee shall be made up of a core group of five (5) individuals including the Chair.</p> <p>The Chair shall serve a 2-year term, which may be renewed at the discretion of the Manager, Events and Officials. 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>Committee members shall serve a 2-year term, which may be renewed at the discretion of the Manager, Events and Officials. 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 three consecutive 2-year terms.</p> <p>Regular attendance and full participation of all members in meetings is an important element in the functioning of this committee. If a member is unable to fulfil their commitment, or meet the expectations Skate Ontario, the Manager, Events and Officials in consultation with the Chair and Director, Finance and Operations, may determine a replacement.</p> |



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| | <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 four (4) times a year, at the request of the Chair or Skate Ontario Staff Lead. • The Committee will report to the Manager, Events and Officials through the Chair or designate. • 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: June 18, 2019</p> <p>Approved By: Lisa Alexander</p> |

