



# POLICIES AND PROCEDURES ORGANIZATIONAL MANAGEMENT

SSBC Policies and Procedures Manual #1 of 3

REVISIONS FROM PUBLIC MEETING MAY 9 ARE IDENTIFIED IN GREEN.

## SECTION C – COMMITTEES

### C-1 POLICY: Standing Committees

1. The Standing Committees of SSBC are:
  - a. Sport Development Committee;
  - b. Coaching Development Committee;
  - c. Athlete Development Committee;
  - d. Officials' Development Committee.

### C-2 POLICY: Operating Committees

1. The Operating Committees of SSBC are:
  - a. Awards Committee;
  - b. Competitions Committee;
  - c. Records Committee;
  - d. ~~Risk Management Committee.~~

**Rationale:**

Add Risk Management Committee to be a committee of the Board rather than an Operational Committee as it should be overseen by the Board to ensure their comfort with Risk within the organization.

### C-3 POLICY: Standing and Operating Committee Terms of Office

1. Standing and Operating Committee members are elected by the membership at the AGM. Where vacancies exist, the Board **can appoint members to fill the vacancy.** ~~may, at any time, in consultation with the committee, appoint committee members to fill the vacancy.~~
2. **Standing and Operating Committees will follow the terms of office as per By-Law section 6.10.**
3. The Chairpersons of **each** Standing and Operating Committees **are is** selected from amongst committee members or may be appointed by the Board.
4. Standing and Operating Committee members serve for a two (2) year term.
5. ~~Standing and Operating Committee members may be re-elected or re-appointed.~~ **Standing Committees will follow the same term limits as the Board as outlined in By-Law 6.10; members may serve up to three (3) consecutive 2 year terms to a maximum of six (6) years. After a two**

**Rationale:**

Updated to allow for the ability to add additional to complete the committee.

**Rationale:**

Updated to reflect addition of term limits.

(2) year absence the member may again be nominated for a position on the Committee,

6. Time served in any SSBC elected body will be considered separately when determining term limits.

### C-3 PROCEDURE: Standing and Operating Committee Terms of Office

1. A call for interest in serving on a Standing and/or Operating Committee will be sent to all members with the notice of the AGM.
2. A sign-up opportunity for individuals interested in serving on Standing and/or Operating Committees will be conducted at the Annual General Meeting.
3. As much as possible, the terms of members should be staggered with one-half (½) of the committee membership being elected or appointed each year. This will provide for continuity within the committees.

### C-4 POLICY: Standing and Operating Committee Accountability and Authority

1. Standing and Operating Committees are accountable to the membership through the Board of Directors.
2. All Standing and Operating Committee members must agree to comply with SSBC Code of Ethics and Conflict of Interest Policy.
3. Standing and Operating Committees will provide written or verbal reports to the Board of Directors from time to time, at the request of the Board.
4. Standing and Operating Committees must only work within their area of jurisdiction and level of authority as determined by the Committee Terms of Reference, found in Appendix 2.
5. Standing and Operating Committee Chairs or persons acting as Chair shall submit to the President of the Association an Annual report of the activities, accomplishments and challenges of the preceding season along with recommendations for the upcoming season, not less than four (4) weeks prior to the Annual General Meeting of the Association, for distribution to the membership in advance of the AGM.
6. ~~Standing and Operating Committees will work with the Treasurer and Staff to determine their programming and committee budgets for the year, and must work within the approved financial framework. Any budget changes or anticipated expense overages must be pre-approved by the Treasurer and/or the Executive Director.~~ A representative from each Standing Committee shall be involved in Operational Planning for

**Rationale:**  
Clarifying language.

the upcoming season, typically beginning in January of the previous season,

7. Designated staff members sit on SSBC committees in an advisory capacity to provide their subject matter expertise. As part of their job responsibilities, staff members are also expected to ensure that the committee works within the parameters of the approved budget; SSBC Policies, Procedures and Regulations; contractual requirements and that its work and decisions align with applicable SSC program parameters -NCCP, LTPAD, Officials, Coaching and Competitions development committees. If there is a situation whereby the staff member believes that a committee decision or direction contradicts any of the above factors, the Board and Committee are to be notified of the circumstance, details and reasoning within two (2) working days of the committee decision, by email.

#### C-5 POLICY: Meetings of Standing and Operating Committees

1. Committee meetings are held at the call of the Chair **or any Committee member** and are based on the needs of the committee work plan.
2. A quorum is a simple majority of committee members.

**Rationale:**

Allows committee members to call a meeting should the Chair be unavailable..

#### C-5 PROCEDURE: Meetings of Standing and Operating Committees

1. Committee meetings can be held in person ~~or through conference call, video conferencing or other electronic means if warranted.~~ **virtually or a combination of the two**
2. Committee decisions are made by a simple majority vote, within the parameters of the authority of the committee based on its Terms of Reference.
3. Committee Chairs may not vote except to cast the deciding vote in the case of a tie.

**Rationale:**

Updating current terminology

4. Minutes shall be kept and made available to the Board within 21 days of the meeting,

**Rationale:**

Clarifying responsibilities of the committee and timeline...

5. In all meetings held **virtually** ~~by conference call, video conferencing or other electronic means~~, all those participating must be able to hear the other participants and be heard.

**Rationale:**

Updating current terminology