



Policy:

# Section C - Committees

PP#1 - Organizational Management

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Board approved: April 2024

Member Ratified: Date

Last Reviewed: April 2024



Rationnel for Proposed Change:

To provide clarity for eligibility requirements for Committee members and provide good governance;

To avoid perceived conflict of interest with a committee being heavily influenced by one club or having more than one family member on a committee, and;

To ensure diverse representation by limiting the number of committees a member can serve on.

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Instructions to Reader:

Additions are marked in **Red Text**

Deletions are marked by ~~Strikeout text~~

## 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.

### 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.
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 Committee 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 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 (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.
7. A candidate for election to a Standing Committee cannot be an immediate family member of another member of that committee.
8. A Standing Committee cannot be composed of more than two elected members from one club.
9. Members may only sit on one Standing Committee of the Board.

### 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 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. A representative from each Standing Committee shall be involved in Operational Planning for 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.

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

1. Committee meetings can be held in person 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.
4. Minutes shall be kept and made available to the Board within 21 days of the meeting,
5. In all meetings held virtually all those participating must be able to hear the other participants and be heard

