



Committee Terms of Reference

Approved

| | |
|-------------|---|
| Name | Committee Terms of Reference |
| Type | Operational |
| Reports to: | Management |
| Purpose | <p>Water Ski and Wakeboard Alberta (WSWA) recognizes the following 12 Committees:</p> <ul style="list-style-type: none"> • Adaptive • Community Sport/Grass Roots • FARM • HR • Marketing • Technical Development • Vern Oberg • Wake Events • Wake Team • Water Ski Events • Water Ski Team • Grants <p>The Committees of WSWA represent the stakeholders of each of the five identified sports.</p> <p>The role of the Committees is to support and advance the growth and progression of their sports while staying true to their sport culture and as such they operate with a relatively high degree of autonomy</p> <p>These Terms of Reference, the WSWA Bylaws, Policies and Strategic Plan, and associated sport Rule Books, inform the authority and operations of the individual Committees.</p> |



Committee Terms of Reference

Approved

| | |
|--------------------------------------|---|
| Duties & Responsibilities | <p>The Committees will perform the following duties:</p> <ul style="list-style-type: none">• Oversee the sports' Provincial Team programs, including promotion, funding, partnerships, fundraising, coaching and training.• Oversee the development of the sports' annual and quadrennial strategic directions, in alignment with the WSWA Strategic Plan• Evaluate progress of Provincial and High-Performance programming against annual and quadrennial performance objectives.• Oversee the development and ongoing review of rules, fees, policies, criteria, procedures and schedules• Oversee the planning and execution of Provincial Championships, including promotions, funding, partnerships, and fundraising• Oversee the review and acceptance of results and records, as applicable• Oversee sport partnerships, sponsorships, promotions and grants• Contribute to the ongoing development of the National Coaching Certification Program (NCCP) and the Long-Term Athlete Development model (LTAD)• Engage in advocacy specific to the sport• Oversee the procedures and timelines for appointment and election of its members. |
| Composition | A Committee will be made up of up to a maximum of 7 people, such that: |



Committee Terms of Reference

Approved

| | |
|-------------------------------|---|
| | <ul style="list-style-type: none"> • The total composition of the Committee must be an odd number • Committee Chairs (not appointed to the Board) may attend the meetings in a non- voting capacity – unless they are one of the “elected” board members • Committee will strive to attain Gender Balance |
| Quorum | <ul style="list-style-type: none"> • A quorum for a Committees or Committee meeting will be a simple majority. |
| Committees Chair Position | <ul style="list-style-type: none"> • At the first Board meeting following the Fall WSWA AGM, the Committee Chair position will be appointed by the Board. • The Chair of the Committee does not vote but may cast a vote in the event of a tie. |
| Committees Term | <ul style="list-style-type: none"> • All members of the Committees will serve terms of one year. • Terms will be renewable to a maximum of three consecutive terms for any one position. |
| Meetings | <ul style="list-style-type: none"> • The Committees will meet at least six times per year and may meet more frequently as required. • Organize and conduct an annual Town Hall meeting. Recommended at WSWA AGM or to be conducted online. The purpose of the Town Hall meeting would be to provide an annual update to stakeholders. • Meetings of the Committee will be at the call of the Chair, at the call of WSWA or at the call of three of the Committees voting members (other than the Chair). • Meeting expenses are part of the Committee budget. |
| Committee(s) | <p>The WSWA Board has the authority to establish committees each with specific Terms of Reference to assist in carrying out its work, in doing so, the Board can:</p> <ul style="list-style-type: none"> • appoint persons to its committees • Develop new committees as WSWA Board sees fit • remove persons from its committees • dissolve any of its committees <p>The costs for any committees must be provided for in the Committees budget</p> |
| Authority | <ul style="list-style-type: none"> • The Committees has the authority to appoint a member to the Committees if a position becomes vacated mid-term. • The Committees has the authority to remove a Committees member, with two thirds support of the Committees, and upon evidence and approval of the WSWA Board. |
| Reporting | <ul style="list-style-type: none"> • The Committees report to WSWA • The Committees will report to their stakeholders annually • The Committees will provide a report for the WSWA AGM. |
| Nomination & Election Process | <ul style="list-style-type: none"> • A call out to volunteers to join Committees will take place annually in September with appointment announcements to be made at the after the first meeting of the new board after the AGM. |



Committee Terms of Reference

Approved

| | |
|---------------------|---|
| WSWA Veto | <p>Notwithstanding the authority of the Committees to oversee the sport, WSWA retains a veto over such matters if, in the opinion of WSWA:</p> <ul style="list-style-type: none">• they present unacceptable safety risks• they threaten the image and reputation of WSWA or the sport, or• they impose financial costs that have not been accommodated in Board-approved general approved budgets. <p>This veto power will only be exercised in extenuating circumstances and in a reasonable fashion.</p> |
| Budget | <ul style="list-style-type: none">• The overall budget for the Committees will be approved by the WSWA Board of Directors. <p>Subject to any restrictions on funds prescribed by funders, the Committees will have authority over expenditures within the overall approved budget.</p> |
| Approval and Review | <p>These Terms of Reference were approved by the WSWA Board on June 17, 2020. This document</p> <ul style="list-style-type: none">• will be reviewed annually by the Committees and the Board and will be updated by the Board as required. |

Acknowledgement

I, _____, hereby acknowledge that I understand, accept and agree to comply with the information contained in the Committee Terms of Reference.

Signature: _____

Printed Name: _____

Date: _____