

Policy Section	Change	Policy Version #	Date Approved	Effective Date
All	New Policy	0	2002	2002
All	Policy Revisions	0.1 – 0.7	2003-2011	2003-2011
All	Split Policy into sections 1.0 – 23.0, Appendix A – G	1	2012	2012
All	Spelling, Punctuation	2	N/A	11/03/2017

22.0 COMMITTEES POLICY

22.1 Purpose

The purpose of this policy is to ensure that Ringette Alberta Committee Members understand their roles and responsibilities and operate in the best interest of Ringette Alberta, its members and participants.

22.2 Applicability

This policy applies to all Ringette Alberta Committees and Members of them.

22.3 Principles

22.3.1 The Board of Directors of Ringette Alberta may designate authority and/or delegate responsibly to Committees.

22.3.2 There are four types of committees permissible within Ringette Alberta:

1. Board Standing Committee;
2. Board Ad-Hoc Committee;
3. Task Force; and,
4. Program Committee.

22.3.3 The Board will provide clear terms of reference for all Committees.

22.3.4 Committees are to be accountable to deliver on their mandate and report on their work as determined by the Board.

22.3.5 Committees will restrict their work to the mandate defined by the Board (in the form of policies, budget, plan and terms of reference).

22.3.6 Lines of authority and accountability are to be respected by Board members, committee members and staff.

22.4 Requirements 22.4.1 Board Standing Committee

- 22.4.1.1 Formed to advance the work of the Board between Board meetings.
- 22.4.1.2 May be active throughout the calendar year or may be active for only short periods of time but repeatable from year to year.
- 22.4.1.3 Chaired by a member of the Board.
- 22.4.1.4 Members appointed by the Board.
- 22.4.1.5 Reports to the Board through the Chair.
- 22.4.1.6 May not form policy.
- 22.4.1.7 The Executive Committee, a form of standing committee, carries the power of the board between meetings of the Board, provided actions adhere to the current policy and bylaws of the association.
- 22.4.1.8 Mandate: make recommendations to the board.
- 22.4.1.9 Staff Involvement: Minimal
 - 22.4.1.9.1 Provision of information the Committee may require to complete its work.
 - 22.4.1.9.2 Basic administrative support e.g., book meeting facilities, distribute minutes.

22.4.2 Board Ad Hoc Committee

- 22.4.2.1 Formed to conduct business of the Board.
- 22.4.2.2 Formed for a finite timeline or task with a clear beginning and end date. These are not repeatable tasks.
- 22.4.2.3 Chair appointed by the Board.
- 22.4.2.4 All members are from the Board.
- 22.4.2.5 Reports to the Board through the Chair.
- 22.4.2.6 May not form policy but may make recommendations to the Governance Committee on what policy changes may be required as a result of its work.
- 22.4.2.7 Mandate: make recommendations to the Board.
- 22.4.2.8 Staff Involvement: Very Low
 - 22.4.2.8.1 Provision of information the Committee may require to complete its work.

22.4.2.8.2 Basic administrative support, e.g., book meeting facilities; distribute minutes.

22.4.3 Task Force

22.4.3.1 The Board of Directors may appoint a task force to examine a challenge or opportunity with the intention of charging said task force with reporting back to the Board with a recommendation for action.

22.4.3.2 Finite timeline.

22.4.3.3 Chaired by any individual designated by the Board of Directors.

22.4.3.3.1 May be a Board member but not exclusive to Board members.

22.4.3.3.2 May not be chaired by the Executive Director or other staff member.

22.4.3.4 Members are appointed by the Board.

22.4.3.4.1 May be other members of the Board or other individuals.

22.4.3.4.2 May not be the Executive Director or other staff member.

22.4.3.5 Reports to the Board through the Chair.

22.4.3.6 May not make policy but may make recommendations to the Governance Committee on what policy changes may be required as a result of its work.

22.4.3.7 Mandate: make recommendations to the board.

22.4.3.8 Staff Involvement: Low to moderate (influenced by the expertise of the Committee).

22.4.3.8.1 Basic administrative support, e.g., book meeting facilities, distribute minutes.

22.4.3.8.2 Staff may also be requested to attend meetings of the task force in an advisory role but are not voting members.

22.4.4 Operations Committee

22.4.4.1 Formed to operate programs.

22.4.4.2 Ongoing throughout the year or short mandate but repeatable from year to year.

22.4.4.3 Membership

22.4.4.3.1 Board appoints Chair and allows Chair and/or Executive Director to appoint remaining members.

22.4.4.3.2 May not include Board Members.

22.4.4.3.3 May not include Staff.

22.4.4.4 Report on a day-to-day basis to the Executive Director (or designate) and report activities to the Board of Directors as requested

22.4.4.5 Staff Involvement: High to Very High

22.4.4.5.1 Work directly with the Chair to establish the agenda of the committee.

22.4.4.5.2 Hold the committee accountable for results (Executive Director or designate) in part by setting goals and timelines and ensuring committee is clear on and adheres to related policy and budget.

22.4.4.5.3 Provide expert guidance as needed (may be offered by staff or requested by committee).

22.4.4.5.4 Provide basic administrative support, e.g., book meeting facilities, distribute minutes.