



Program Advisory Committee Terms of Reference

Section	Change	Version #	Date Approved	Effective Date
All	New Terms of Reference	1	May 11, 2022	May 21, 2022

Committee Name: Program Advisory Committee (Task Force)

Composition: The Program Advisory Committee consists of

- No less than five (5) and no more than thirteen (13) individuals from Ringette Alberta Group or League Members
- No more than one (1) individual from any single Group or League Member
- President (Ex-officio)
- One (1) Ringette Alberta Board member to be appointed by the Board
- Should more Group or League members express interest in serving on the Committee that is permitted by the Terms of Reference, the Board will work towards accommodating each request by appointing members on alternating terms.
- The Executive Director of Ringette Alberta is not a member of the Committee but will be consulted in operational details and provide information to the Committee as required.

Chairperson: Selected by the Committee

Responsible To: Ringette Alberta Board of Directors

Purpose: As it relates to the following programs (or alternatives as defined by Ringette Canada from time to time), the Program Advisory Committee shall prepare a recommendation to the Board of Directors to support the Board's mandate to approve Ringette Alberta's Strategic Plan and operational planning documents. Recommendations from the Committee shall cover all programming and must align with directives or requirements of Ringette Canada and will include:

- Learn to Skate (Children, Youth, Adult)
- Intro to Ringette (Youth, Adult)
- Children's Ringette
- Classic Ringette (Youth, Adult)
- Flex Ringette (Youth, Adult)
- Excellence Ringette

The Ringette Alberta Board will provide the Committee with a Scope of Work for consideration based on information needs and timelines as required from time to time.

Secondarily, the Program Advisory Committee shall prepare a formal program evaluation mechanism aligned with requirements as determined from time to time by Ringette Canada. The Program Advisory Committee shall utilize the evaluation mechanism on an annual basis and provide that information as part of its advice to



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the Board. The Committee must repeat this evaluation at other times throughout the calendar year to produce interim progress report(s), as required by the Committee or the Board of Directors.

Delegation The Committee may form sub-committees, provided that the terms of reference of those sub-committees are prepared by the Program Advisory Committee and are approved by the Board of Directors of Ringette Alberta.

Authority: Bylaws 3.3 and 3.29 - 3.35

Term: Members will be appointed by the Board of Directors for a two-year term in a manner prescribed by the Board.

Meetings: Meetings will be held at the call of the Chair or a majority of the Committee members. The Committee shall meet no less than 5 times per year.

Quorum: A majority of its members (50% +1)

Voting: Each Committee Member will be entitled to one (1) vote.

The Board may adopt recommendations that achieve a majority consent of the Program Advisory Committee unless such actions conflict with Ringette Alberta's bylaws, policies, or Ringette Canada requirements.

Reporting: The Program Advisory Committee will provide minutes and a summary report of all Committee meetings and provide the information to the Ringette Alberta Board within 3 days of the meeting and upon the Board's request. In advance of each Board of Directors' meeting, the Committee will provide a written report of all its proceedings since the Board's last meeting.

The Program Advisory Committee will provide a written report to the Members at the Ringette Alberta Annual General Meeting.

Approval Date: Terms of Reference approved by the Board of Directors on May 11, 2022