



## **Noralta Skating Club**

### **Committee Chair Policy**

#### **I. Philosophy**

The Board of Directors is a Governing Board and therefore committees will need to be formed to accomplish club initiatives. The committee will be responsible to follow through with the objectives of the committee, all the while adhering to plans and budgets approved by the Board of Directors.

#### **II. Committee Chair Responsibility**

- 1) Operate within the committee terms of reference and refer appropriate matters to the Board of Directors.
- 2) Call meetings as necessary until objectives are met.
- 3) Ensure notice of meeting is sent of all members two weeks in advance of the meeting.
- 4) Ensure the agenda and support materials are mailed to all members one week in advance.
- 5) Conduct the meetings in an orderly, fair, open and efficient manner.
- 6) Ensure discussion is limited to agenda topics and bring the discussion back on track when members stray.
- 7) Encourage quiet and reserved members to speak up and keep one person from monopolizing discussion.
- 8) Make assignments when work needs to be completed.
- 9) Build consensus among members when disagreements arise.
- 10) Declare all conflicts of interest related to the objectives of the meeting and refrain from voting on subjects relating to personal conflicts of interest. Ensure committee members are given the opportunity to declare all conflicts of interests and refrain from voting on subjects relating to personal conflicts of interest.
- 11) Produce and distribute minutes of committee meetings and reports of commission and working group meetings to Board members and committee members within two weeks after the meeting.
- 12) Adhere to Board of Directors approved plans and budgets.

I \_\_\_\_\_ have read and fully understand the roles and responsibilities of the position of Committee Chair and agree to carry out my duties consistent with the expectations as outlined in the above position description. If, for any reason, I find myself unable to carry out the above duties to the best of my abilities, I agree to resign my position as a board member.

\_\_\_\_\_  
Committee Chairs Name (please print)

\_\_\_\_\_  
Committee Chairs Member's Signature

\_\_\_\_\_  
Date