

**Policy: Convenor, Chair and Committee**

Effective Date: Feb.10,2018

Position: Convenors

Status: Elected by Board: Two-Year Terms (Elected on odd numbered years unless vacancy occurs)

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**Convenor Conflict of Interest**

- Any Convenor, within 30 days of taking position, shall divest themselves of any active position in which they have a vote and in the division in which they hold a Convenorship with a Member Team, League or Association.
- The Convenors within 30 days of taking office, shall divest themselves on any Life Membership voting rights within a Member, Team, League or Association during their tenure in any of the above noted positions.

**Senior Convenor Responsibilities:**

- Be the liaison to all Senior hockey teams
- Submit a report for Director Meetings
- Submit an annual report for General Meeting

**Junior Convenor General Responsibilities:**

- Be the liaison to all Junior hockey teams
- Submit a report for Director Meetings
- Submit an annual report for General Meeting
- Member of selection committee for Program of Excellence staff

**Minor Convenor General Responsibilities:**

- Chair Minor Committee
- Act as the Hockey Canada Representative for Provincial or Regional Minor Hockey Championship held within the Branch
- Submit a report for Director Meetings
- Submit an annual report for General Meeting
- Member of selection committee for Program of Excellence staff

**Development Convenor General Responsibilities:**

- Chair Development Committee
- Act as a Liaison to Referee-in-Chief
- Liaison to the Branch Technical Director
- Submit a report for Director Meetings

- Submit an annual report for General Meeting
- Member of selection committee for Program of Excellence staff

Position: Committee Chairs

Status: Elected by the Board of Directors: Annually

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General Responsibilities:

- If required select committee members based on a minimum of a director from each of the three geographical zones of the Branch
- To set goals and propose a direction for the Committee based on the needs of the Members and the Branch while taking the Branch's Strategic Plan into consideration.
- Ensure regular communication and contact with Committee members and the Branch resource person.
- Hold a minimum of two meetings (face to face or conference call) per year.
- Ensure minutes are taken for meetings by yourself or a delegate (committee member, staff person)
- To oversee activities and assign tasks to committee members.
- Create an environment for open communication.
- Represent and present Committee findings or proposed policies for Board approval.
- Oversee the implementation of Board approved items.
- Monitor and evaluate performance of the Committee.
- Prepare a report for Directors meetings.
- Prepare an Annual report.

Position: Committee Members

Status: Appointed by the Committee Chair: Annually

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General Responsibilities:

- Actively participate in discussion and decision making in regards to committee agenda.
- Record minutes if asked
- Complete any assigned action items as required
- Represent and present Committee findings or proposed policies for Board approval.
- Assist in the implementation of Board approved items.

## **Committee Terms of Reference**

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### **Committees of the Board**

#### **1. Standing Committees**

The following committees shall be Standing Committees of the Board:

- a) Finance Committee;
- b) Risk, Conduct & Safety Committee;
- c) Minor Committee;
- d) Hockey Development Committee;
- e) Registration Appeals Committee;
- f) Non Registration Appeals Committee;
- g) Recruitment and Retention Selection Committee;
- h) Program of Excellence Selection Committee;
- i) Resolution Committee;
- j) Nominating Committee

#### **2. Standing Committee Procedure**

- a) All Standing Committees shall comply with all of the By-Laws, guidelines, and the Rules of Operation of the Association as determined by the Board of Directors or the Membership of the Branch. From time to time, all Standing Committees shall also comply with all requirements of Hockey Northwestern Ontario and, if applicable, any other hockey organizations with which Association teams are participating.
- b) Meetings:  
Shall meet twice within each year (June 1-Annual Meeting).
- c) Notice:  
Notice of all meetings of Standing Committees shall be communicated to all Members of the Standing Committee at least five (5) days prior to the Meeting, except that such notice may be waived by consent of all Members of the Standing Committee.
- d) Quorum:  
A quorum for a Standing Committee shall be a majority of the Members of the Standing Committee.
- e) Voting Rights:  
Each member of a Standing Committee present at a Meeting shall be entitled to one vote; In the case of an equality of votes, the Chair shall have a second or casting vote.
- f) Minutes:  
Standing Committees shall maintain and keep minutes of their Meetings and shall report to the Board at regular intervals and at any other time upon request by the Board.
- g) Annual Report:

Each standing Committee shall prepare an Annual Report of the matters for which it is responsible to be presented to the Membership at the Annual General Meeting of the Branch.

h) Budget:

Each committee shall submit a budget to the Finance Committee by February 1<sup>st</sup> of current year for budget consideration.

i) Committee Structure:

- i. Each committee will be made up of a minimum of three members and maximum of four members, unless otherwise indicated.
- ii. The President will be ex-officio member on all committees unless named to the committee by position.
- iii. The Executive Director will assign a staff resource to each committee as required.

### **3. Sub-Committees and Ad Hoc Committees**

The Standing Committee procedure also shall govern the procedure of all sub-committees and ad-hoc committees of the Branch.

### **4. Liaison**

The following will be liaison positions of the Board:

- a) Program of Excellence

## **Committees**

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### **5. Finance Committee**

- a) The chair will be elected by the Board of Directors at the first meeting of the Board
- b) The remainder of the committee will be: President, Vice President, Past President and the Executive Director as the staff resource.
- c) To manage the financial resources and work alongside the Executive Director to determine the financial needs of the Branch through the implementation of the Fiscal Policy
- d) Review and make recommendations to the Board of Directors regarding the management of all assets and liabilities
- e) Develop and maintain office policies, human resources and costs, office equipment, lease maintenance and employee appraisals

### **6. Risk, Conduct & Safety Committee**

- a) The chair will be elected by the Board of Directors at the first meeting of the Board
- b) The chair will select the committee members based on a minimum of a director from each of the three geographical zones of the Branch, the committee will have a maximum of four directors on it

- c) The Risk, Conduct & Safety Committee is responsible for issues pertaining to the Branch in regards to risk & safety, insurance, Respect in Sport Activity Leader Program, Respect in Sport Parent Program, Harassment & Abuse and equipment.
- d) The Risk, Conduct & Safety Committee shall:
  - I. Manage the factors of risk involved with the game itself and reduce the risks to the Branch as a whole.
  - II. Review and evaluate current policies and practices.
  - III. Identify and share risk factors that pertain to the Branch.
  - IV. Draft research based policies and recommendations.
  - V. Act as a liaison and bring forward information between Hockey Northwestern Ontario and Hockey Canada.
  - VI. Create a written report on all risk management activities.
  - VII. Oversee the implementation of Board approved policy.
  - VIII. To facilitate Complaint Intake Forms.

#### **7. Minor Committee**

- a) The minor convenor will chair the committee
- b) The minor convenor will be elected by the Board of Directors
- c) The chair will select the committee members based on a minimum of a director from each of the three geographical zones of the Branch, the committee will have a maximum of four directors on it
- d) Review and create policy recommendations to the Board of Directors as needed
- e) Shall review and approve or deny all overage age applications
- f) Review and approve schedules for AAA Branch Championships & AA Tournament of Champions

#### **8. Hockey Development Committee**

- a) The development convenor will chair the committee
- b) The development convenor will be elected by the Board of Directors
- c) The chair will select the committee based on an minimum of a director from each of the three geographical zones of the Branch, the committee will have a maximum of four directors on it
- d) Review and create policy recommendations to the Board of Directors as needed
- e) The Technical Director will serve as a staff resource to the committee

#### **9. Registration Appeals Committee**

- a) The Chair of the committee will be elected by the Board of Directors
- b) The committee will have the Executive Director as a member along with the convenor of the division of hockey, which the appeal is from along with a representative from that zone.
- c) Review and approve or deny applications for player movement based on the registration regulations of HNO and Hockey Canada
- d) The committee will follow the Registration Appeal policy.

#### **10. Non-Registration Appeals Committee**

- a) The Pre-Screening committee will be made up of the President, Vice-President and Executive Director. The Past President will serve as an alternate shall one of the other members be unavailable.
- b) The appeal committee composition will be: President, convenor of division of play, two directors from the zone in which the appeal originated.
- c) Hear appeals based on decision of branch, members, suspensions or protests.
- d) The committee will follow the Appeals policy.

#### **11. Recruitment & Retention Fund Selection Committee**

- a) The make-up of the committee is based on position and will be the: President, Vice President, Minor Convenor, Development Convenor & Executive Director
- b) Review applications to the Fund, two times yearly (May 1<sup>st</sup> & Sept. 1<sup>st</sup>)
- c) Distribute funds to a maximum of \$10,000 per year
- d) Report findings to Director meetings
- e) Submit an annual report for the Annual General Meeting

#### **12. Program of Excellence (POE) Selection Committee**

- a) Make up of committee is three convenors: Junior, Minor & Development
- b) Committee to select chair between themselves
- c) Work with Executive Director & Technical Director to establish timelines for process of selecting team or camp staff
- d) The committee will determine process for selection staff including options of hand-picked, or interview process
- e) Report selections to Director meetings
- f) The chair will act as a liaison to the Technical Director for any decision that require board approval

#### **13. Resolution Committee**

- a) The Vice President will chair the Resolutions Committee
- b) The Past President and Executive Director will be the other committee members
- c) The committee will meet at least once a year
- d) The committee will review submitted Notice of Motions and bring that report forward to the board of directors
- e) The purpose of the review is to determine if the proposed changes are constitutional. It will not provide an opinion if they are for or against a motion.
- f) The Past President will chair the Notice of Motions section of the Annual Meeting

#### **14. Nominating Committee**

- a) The President will name a Life Patron to chair the nominating committee as per by-law 305
- b) If a Life Patron is unavailable the President can assign the duties to the Executive Director
- c) The chair will bring a full slate of nominees to the annual meeting for election.
- d) Nominations will also be accepted from the floor.
- e) A staff member will be assigned to assist in the election process as required

## Liaisons

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### 15. Program of Excellence

- a) The Development Convenor, Minor Convenor and Junior Convenor will act as POE committee. They will select a chair between themselves who will also serve as the liaison
- b) The POE Liaison shall:
  - I. Bring any requests from the Technical Director or Executive Director regarding Program of Excellence Gold Cup Team and Under 15 Camp to the board.
  - II. Bring the names of the Gold Cup staff forward to the board for approval
  - III. Travel with team to Gold Cup Event if required
  - IV. Be present at Under 15 Camp or have another member of the committee be present

Approved by the Board of Directors: Feb.10,2018

Replaces: May 14,2016

Reviewed: Biennial