



## TERMS OF REFERENCE

**Name of Board Committee:** Nordic Ski Trails Lease and Nordic Ski Facility Lease Committee

### Introduction

#### 4.22

##### ***Constitution of Committees of the Board***

The Board, after consultation with the membership, may create ad hoc committees from time to time as it deems necessary to carry out the affairs of the Association and shall prescribe their duties. A Chair will be appointed by the President to oversee the committee and report to the Board its findings or recommendations, and the committee dissolved at the conclusion of its business.

In accordance with the Bylaw 4.22 of Fort Saskatchewan Nordic Ski Club(FSNSC) the Board of FSNSC hereby forms the Nordic Ski Trails Lease and Nordic Ski Facility Lease committee as an ad hoc committee of the Board of FSNSC

**Objectives & Purpose.** The **Nordic Ski Trails Lease and Nordic Ski Facility Lease** committee is formed to negotiate with the City of Fort Sask. on behalf of the ski club & representing the Board, a new or modified trails agreement & a new facility agreement.

Current Status: The ski club currently has Nordic Ski Trails and Nordic Ski Facility lease agreements. However:

- The current Nordic Ski Trails lease requires some modifications
- The current Nordic Ski Facility Lease is set to expire on August 31, 2015

### Membership, Authority, Reporting & Communication

Director/Chairperson of the Committee: ***President or a Vice President***

**The Chairperson is responsible for:**

1. providing leadership to the Committee (i.e.: convening meetings; developing agendas; assigning, supervising and coordinating the Committee work); and
2. representing the Committee in communication to the Board and membership

Committee Members : up to 2 other members (ideal - board members or club members)



As a **committee member they must be club members in good standing and they are to:**

- commit sufficient time to become oriented to project
- regularly attend meetings of the committee
- review agenda material and be well-prepared for meetings;
- contribute to developing the agendas and to committee discussions;
- support committee decisions and be a team player;
- provide advice and support to the committee chair
- complete within the timelines set out any special investigations or projects agreed for the committees action plan
- positively promote the work of the committee and club as whole

### Authority and Responsibility:

- This Committee operates within the Bylaws, Policy & Procedures of the ski club.
- The Committee shall endeavor to make decisions by consensus
- A work plan and budget is developed by the whole committee as a team, and presented to the ski club Board for review and approval, by the Chairperson
- The Chair of the Committee has the role to be the primary lead contact to the City of Fort Saskatchewan for this project. The City of Fort Saskatchewan lead and contract is Ian Gray. This is to ensure there is one central contact for the club and City. The Chair shall lead in coordinating the committee insuring group involvement, making sure communication is taking place back and forth with the FSNSA board and overall project coordination.
- The Committee is responsible to report to the FSNSC board. A short written update report should be submitted prior to each board meeting.
- The board should be consulted if the Terms of Reference need to be modified or if the Committee needs to make a decision/commitment that would obligate the club in some way in the future.(i.e. new lease agreements). New lease agreement must obtain final approval of the Board.
- All promotional activities need to be coordinated with the Marketing Promotions Director to ensure synchronized with broader club communications and promotions.
- Oversight is provided by the President, if not on the committee, as an ad hock member as outlined in the President's duties in the Bylaws
- The Committee shall determine a meeting schedule that will facilitate achievement of the Committee's work plan. Committee meetings shall usually be in person but may take place by other means that facilitates communication of all attending Committee members simultaneously. Minutes that reflect all significant decisions of the Committee shall be kept and shared with all Committee members and the Board.
- Oversight is provided by the President as an ad hock member (if not on the committee) as outlined in the President's duties in the Bylaws



**Accountability.** The Nordic Ski Trails Lease and Nordic Ski Facility Lease \_ committee is accountable to the Board. In addition it must consult with the membership to get input and provide regular reports.

**Length of Committee:** March 2015 to October 1, 2015 with the potential for an extension by the FNSC Board after consultation with the membership at the fall meeting of the FNSC.