



Terms of Reference Ad Hoc Committee on Strategic Planning

Overview

1. These Terms of Reference describe the purpose, scope and authority of Volleyball Canada's Ad Hoc Committee on Strategic Planning. These Terms of Reference outline clear and specific information on how the Ad-Hoc Committee is organized, what it is trying to achieve, its decision-making authority and deliverables, who the members are, and when they meet.

Authority and Mandate

2. The Ad Hoc Committee on Strategic Planning will assist the Board of Directors in fulfilling its responsibilities relating to consulting on Volleyball Canada's strategic planning.
3. The Committee serves in an advisory capacity to the Board and/or operations staff.
4. Members of the Committee will act honestly and in good faith.

Membership

5. The committee shall be composed of five members, including a Chairperson. The ad-hoc committee will have representation from Volleyball Canada's Board of Directors, and the Active Members.
6. The Chair of the Board shall appoint the Chairperson of the Ad-Hoc Committee.
7. The Chairperson shall appoint the other committee members in consultation with the Chair of the Board.
8. The Chairperson will be appointed for a two-year term, or as required in fulfilling the ad-hoc committees mandate. Other Committee members will be appointed for a term of one year, unless otherwise decided by the Chairperson.
9. The Board may replace the Chairperson of the Committee at any time. The Chairperson may remove any member of the Committee at any time and fill any vacancy at their discretion.
10. The Chair of the Board shall be an ex-officio and non-voting member of the committee.
11. The Chief Executive Officer shall be an ex-officio and non-voting member of the committee.

Conflict of Interest

12. Any member with a potential conflict of interest shall declare such conflict when they are appointed to the Committee and at the start of any meeting at which they may be conflicted on a topic for discussion. An individual will recuse themselves from any discussion when they are in conflict.
13. Conflict of Interest will remain a standing item on the agenda for all committee meetings.

Duties and Responsibilities

14. The Committee will:
 - a. Review and adhere to the Terms of Reference;
 - b. Develop and implement a process to receive feedback on Volleyball Canada's Strategic Plan from key stakeholders;
 - c. Advise the Board on the feedback received from stakeholders;
 - d. Recommend to the Board any changes to the Strategic Plan that should be considered;
 - e. Suggest updates to these Terms of Reference to the Board



Procedures

15. The Ad-Hoc Committee shall keep minutes of the discussion that will be included with its findings and recommendations.
16. The Committee shall meet as necessary at the discretion of the Chairperson via conference call/web conference or in-person.
17. The Chairperson is required to call a meeting of the committee if requested to do so by:
 - a. Any committee member
 - b. The Chair of the Board of Directors
 - c. The Chief Executive Officer
18. The Chairperson shall distribute the agenda to committee members at least 24 hours in advance of a scheduled meeting. The agenda shall include the following items:
 - a. Approval of the agenda
 - b. Approval of the minutes from the previous meeting
 - c. Declaration of Conflict of Interest
 - d. Ongoing business
19. Quorum will be a majority of the committee members.

Reporting

20. The committee will submit regular reports to the Board.
21. When the Board requires the Committee to make a decision or take a position on a matter, the Committee will make its decision or determine its position by majority vote of the Committee's members.
22. The committee will record minutes of all meetings. All minutes will be forwarded to the Chair and Chief Executive Officer.

Review

23. The Board of Directors shall review the Terms of Reference annually.

Approval

24. These Terms of Reference were approved by the Board of Directors on February 25, 2021.