



Terms of Reference National Indoor Committee

Overview

1. These Terms of Reference describe the authority, mandate and responsibilities of Volleyball Canada's National Indoor Committee. These Terms of Reference outline clear and specific information on how the 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 Indoor National Championship Committee is an operations committee of Volleyball Canada.
3. The Committee is to provide leadership, guidance and expertise to help oversee the successful planning and delivery of all indoor national championships.
4. The Committee serves in an advisory capacity to the Board and/or operations staff.
5. The Committee will seek input from Volleyball Canada's Active Members.
6. The Committee may form sub-committees whenever necessary to facilitate the Committee's work.
7. Members of the Committee will act honestly and in good faith.

Membership

8. The Committee shall be composed of at least three (3) and not more than seven (7) members, including a Chairperson.
9. The Chair of the Board shall appoint the Chairperson of the Committee. The Chairperson will be appointed for a two-year term.
10. 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, with input from and in consultation with the Vice-Chair.
11. The Chairperson shall appoint the other committee members, with input from and in consultation with the Vice-Chair. The Chairperson shall solicit nominations from Volleyball Canada's Active Members as necessary.
12. When selecting members of the Committee, the Chair shall identify individuals with experience in the following areas:
 - a. Provincial/national championships and/or event hosting
 - b. Schedule and/or seeding development
 - c. Athlete, Coach and/or referee development
 - d. Others as required
13. Committee members will be appointed for a term of one year, unless otherwise decided by the Chairperson. A committee member shall serve no more than 6 consecutive terms.
14. Volleyball Canada's Director of Domestic Competitions shall be considered the Vice-Chair and non-voting member of the Committee. In their absence, another Volleyball Canada staff member may be asked to sit to support the Committee meetings.
15. The Chief Executive Officer shall be an ex-officio and non-voting member of the committee.

Approved by Board of Directors
April 28, 2021



Conflict of Interest

16. 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.
17. Conflict of Interest will remain a standing item on the agenda for all committee meetings.

Diversity, Equity and Inclusion

18. Volleyball Canada is committed to encouraging diversity, inclusion, equity and access in its administration, policies, programs, and activities. Per its Diversity, Equity and Inclusion Policy, Volleyball Canada will work to provide Under-Represented Groups with an equitable range of opportunities to participate on this committee.

Duties and Responsibilities

19. The Committee will:
 - a. Review and adhere to the Terms of Reference;
 - b. Recommend standards, procedures, and/or guidelines related to the hosting aspects of all National Championships.
 - c. Provide expertise towards the successful hosting of National Championships
 - d. Provide expertise in areas such as seeding, scheduling, social media, emergency response, VC Reps and participant experience.
 - e. Perform such additional tasks as may be assigned to the Committee by the Board or by the President & Chief Executive Officer.

Procedures

20. The Committee shall keep minutes of the discussion that will be included with its findings and recommendations.
21. The Committee shall meet at minimum, twice a year, or as necessary at the discretion of the Chairperson via conference call/web conference or in-person.
22. 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
23. The Chairperson, or designate, 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
24. Quorum will be a majority of the committee members.

Resources

25. The Committee shall have access to resources from Volleyball Canada to fulfill its duties as approved by the Chief Executive Officer.

Reporting

26. The Committee will submit regular reports to the Board through the President and Chief Executive Officer.
27. The Committee will report annually to the active members through Volleyball Canada's Annual Report.

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28. The Chairperson, or designate, shall be invited to Volleyball Canada's Annual General Meeting to report to the active members.
29. 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.
30. The Committee will record minutes of all meetings. All minutes will be forwarded to the President and Chief Executive Officer.

Review

31. The Board of Directors shall review the Terms of Reference at minimum every four years.

Approval

32. These Terms of Reference were approved by the Board of Directors on April 28, 2021.