

1. Purpose

- 1.1 The purpose of this Policy is to ensure Ringette Manitoba (RMB) Committee members understand their duties, roles and responsibilities and operate in the best interest of Ringette Manitoba, its members, and participants.
- 1.2 Define standards for the governance of all RMB Committees.

2. Application

- 2.1 This policy applies to all Ringette Manitoba Committees and their members.

3. Definitions

3.1 Standing Committees

- a) The Board may appoint such Standing Committees as it deems necessary for managing the affairs of the Corporation and may appoint members of committees or provide for the election of members of committees, may prescribe the duties of committees, and may delegate to any committee any of its powers, duties, and functions except where prohibited by the Manitoba Corporations Act or the RMB Constitution and By-laws.

3.2 Operational Committees

- a) The Executive Director may appoint such operational committees as they deem necessary for managing the delivery of programming or management of technical staff. They may prescribe the duties of Operational Committees and may delegate to any committee any of their powers, duties, and functions except where prohibited by the Manitoba Corporations Act or the RMB Constitution and By-laws.

3.3 Task Force

- a) All Committees may form and manage Task Forces as required to fulfill a specific assignment. The parent Committee shall be responsible for defining the purpose and duration of the Task Force. Task Forces shall have no decision-making authority but shall, instead, be empowered to develop recommendations for their parent Committee related to the matter for which they were convened. Committees may not delegate their authority to a Task Force.

4. Terms of Reference (TOR)

- 4.1 All Committees require a TOR defining its purpose and objectives.
- 4.2 All TOR to be reviewed annually by the Board.
- 4.3 All TOR to identify Committee as Standing or Operational.
- 4.4 All TOR will identify Chair and composition of the Committee.

5. Standing Committees

- 5.1 Any individual may be appointed to any Standing Committee by the Board.
- 5.2 The final approval of Standing Committee members rests with the Board.
- 5.3 Chair to be appointed by the Board.
- 5.4 Membership must include a minimum of one Board member who is responsible for reporting to the Board on Standing Committee progress and recommendations.

6. Operational Committees

- 6.1 Any individual may be appointed to any Operational Committee by the Executive Director or be recommended by a member.
- 6.2 The final approval of the Operational Committee members rests with the Executive Director.
- 6.3 Chair appointed by the Executive Director.
- 6.4 Membership must include a minimum of one RMB staff member who is responsible for reporting to the Executive Director on Operational Committee progress and recommendations.

7. General

The following applies to all Committees unless otherwise specified in its specific TOR:

- 7.1 Authority
 - a) Committees may provide recommendations to the Board but may not form policy.
 - b) Committees may make budget requests to the Board for approval.
 - c) Committee expenditures to be approved by the Executive Director.
 - d) Unless explicitly stated in a Committee TOR, no communication to the public, media or membership is to be managed by the Committee.
- 7.2 Meetings
 - a) Quorum is Chair + 50% voting members of Committee.
 - b) Meetings will be scheduled by agreement of the members.
 - c) Minutes are to be taken for all Committee meetings.
 - d) Minutes are to be filed with RMB within 5 days of a meeting.
- 7.3 Staff Support
 - a) RMB staff to provide storage and access to Committee documents upon request.
- 7.4 Voting
 - a) All committee members will have a vote including the Chair.
 - b) All decisions will be determined by simple majority (50%+1 of voting members).
 - c) A tied motion is considered defeated.
 - d) RMB staff members on committees will not vote but can be appointed as Chair.