

TERMS OF REFERENCE -NATIONAL DIVISION PRESIDENTS COMMITTEE

1. Purpose

There shall be a committee, to be known as the DP Committee (“The Committee”) of the Canadian Ski Patrol.

The Committee is to act in an objective, autonomous capacity as a liaison between the Board of Directors (the Board), the President/CEO, the National Management Committee (the NMC), the Vice President Portfolios and the Zones.

2. Term

The Committee will be an on-going Standing Committee.

3. Membership

The Committee shall be comprised of the nine Canadian Ski Patrol Division Presidents.

In the absence of a Division President, one of the Division’s Zone Presidents or Division’s Executive member may fill the role on an interim basis.

The Committee does not have a formal Chair. The Committee members on a rotating basis will facilitate the monthly meeting and act as the Committee’s representative for the other National bodies.

The rotation schedule will be set and issued to National so that the appropriate Committee representative can be included in the communications and meetings.

The Committee will appoint a secretary to record and issue the monthly minutes and issue the monthly agenda/meeting details.

4. Accountability and Authority

The Authority for the Committee is from the Board of Directors and the Committee is accountable to the President/CEO.

The Committee is responsible for reporting to the Board, the NMC, the President/CEO and each Division's Board/Executive as applicable.

The Committee has no decision-making authority on its own, but a representative of the Committee will sit on the NMC.

5. Scope of Work (SOW)

The Committee's scope of work is to provide a liaison/conduit between the National body and the Divisions/Zones. The boundary of the Committee's work is at the National Level.

6. Out of Scope

The Committee does not actively lead or manage the execution of projects at the Zone and National levels.

The appointment of the Division Presidents is outside the scope of this Terms of Reference.

7. Responsibilities

The Committee's responsibility is to provide a central liaison and conduit between the National body of the Canadian Ski Patrol (Board, President/CEO, the NMC, VP's and their Portfolios, and the Divisions and Zones.

Be available to assist and provide direction for the creation of any National policies and help implementation at the Zone Level.

Provide a mechanism to bring forward Zone and Division level matters to the National level.

Consider any other matter properly referred to the Committee by the VP Patrol Operations, President/CEO, Board or NMC for review and to report back findings.

Meet separately with VP Patrol Operations, President/CEO, Board or NMC, employees or independent advisors as deemed necessary by the Committee.

Participate as requested in special projects or initiatives at the National level.

8. Meetings

The Committee will meet the first Tuesday of each month. The agenda for the meeting will be distributed by the secretary one week before the meeting.

A quorum at a meeting shall consist of a majority of the Committee members.

Members of the Committee may participate in a meeting by telephonic, electronic or other communication facilities that permit all persons participating in the meeting to communicate adequately with each other. A member participating in a meeting by any such means is deemed to be present at that meeting.

The Committee may, on the request of its facilitator, make decisions via a consent resolution which shall be executed by all members of the meeting and be deemed a decision of the Committee having full effect with respect to the subject matter.

In the event of the absence of the rotating facilitator or at the request of the facilitator a meeting shall be led by such person as may be designated by the facilitator in advance of such meeting or in the absence of such delegation, by a person as may be agreed at the meeting.

The Board, President/CEO and VP Patrol Operations shall receive notice of, and shall be entitled to attend meetings of the Committee, provided that the Committee may meet in camera at its discretion.

The Committee may request attendance of any of the National Management Committee members as desired by the Committee.

Where deemed appropriate, individual members of the Committee may meet separately with the Board Chair, directors, the President/CEO and/or VP Patrol Operations.

A representative of the Committee will participate on a rotating basis in the Bi-Weekly NMC meetings. The schedule for attendance will be set in advance, the Committee's NMC representative will report back to the Committee during the Tuesday Monthly meeting. All Committee members are to review the National communications and direct any questions/concerns to the representative prior to the meeting.

Minutes of the Committee meetings shall be distributed to the Board, President/CEO, National Management Committee and be available for public posting on the Canadian Ski Patrol website/Office 365 locations as applicable. Minutes will be in English.

9. Norms and Behaviours

The Committee will operate on a consensus basis and agree to disagree if required.

Communicating the consensus of the Committee is important to ensure a consistent message is given when the Committee performs its' liaison/conduit role.

It is important for the Committee members to understand the Canadian Ski Patrol organization and the lines of communication so that issues/requests can be directed to the appropriate level/Committee/person.

No individual Committee member should be considered to speak on behalf of the entire Committee unless given the consensus in the monthly meeting.

10. Deliverables

The Committee will be performing its' mandate successfully when it becomes a trusted resource to the National body and works effectively to give advice, facilitate feedback and provide assistance in communicating and implementing National policies.

11. Annual Plan

The Committee will meet annually in person at the National Spring Conference. The Committee will also attend the National Management/Board Fall meetings.

12. Review

The Terms of Reference will be reviewed annually by the Committee with input from any other Canadian Ski Patrol body and any amendments agreed to by the majority of the Committee.