

ETHICS COMMITTEE TERMS OF REFERENCE

1.0 Role

The role of the Ethics Committee is to assist the Board of Directors and other Board committees and provide oversight in fulfilling its responsibilities relating to ethics, discipline, and complaints within the Association's jurisdiction.

2.0 Membership and Term

2.1 Chair

Any Director, other than the Director, Regional Engagement or the Athletes' Representative, may be appointed by ordinary resolution of the Board as Chair of the Committee.

The duration of the Chair's term will coincide with their term as a Director.

2.2 Appointees

The Chair has the right to appoint two to four at-large members to the Committee. At least one appointee must be a Director.

Appointees' terms will expire on the day after the second AGM following their appointment, except if the appointee is a Director who has ceased to hold office, in which case their appointment to the Committee expires immediately.

3.0 Duties

- A. Receiving complaints filed in accordance with the OVA Code of Conduct and the OVA Conflict of Interest Policy, and administering the complaint-review process.
- B. Working with the Governance Committee to develop and amend the OVA Code of Conduct and any policies related to safety.
- C. Providing recommendations with respect to pan-Canadian policies respecting discipline and complaints.
- D. Advising the Board, committees, and OVA Executive Director as necessary on issues concerning all aspects of ethics.
- E. Advising the Board, committees, and OVA Executive Director as necessary on issues relating to complaints.

4.0 Meetings

The Committee shall convene at least twice each year by telephone / teleconference or in person. Additional meetings may be convened as required, at the Committee's discretion.

The agenda and meeting materials will be distributed at least three working days in advance of the meeting.

Quorum for a Committee meeting will be

- all of the members, when there are three or fewer;
- three members, when there are more than three.

5.0 Decision-making Process

Committee decisions will be by consensus where possible, but if voting occurs, each member in attendance is entitled to one vote. The Chair of the Committee is entitled to a second vote upon a tie.

Any question of procedure shall be referred to the most recent edition of *Perry's Call to Order*.

6.0 Subcommittees

The Chair may establish subcommittees to facilitate the Committee's work. Terms of reference are to be developed for subcommittees established under this subsection.

Subcommittee terms of reference shall, at minimum:

- (a) prescribe the duties of subcommittee members;
- (b) establish eligibility rules for appointees;
- (c) outline the appointment process;
- (d) prescribe limitations for the duration of appointments;
- (e) if desired, establish limitations on the duration of the subcommittee.

With respect to (d) above, appointments made by a subcommittee chair are to expire no later than the day after the AGM following their appointment. However, a subcommittee member may be reappointed at the discretion of the subcommittee chair.

7.0 Staff Support

The Committee shall have access to resources from Ontario Volleyball to fulfill its duties, as approved by the Executive Director.

8.0 Communication with the Board

An Ethics Committee update will be a standing item at Board meetings. The Chair or a designate will present Committee updates at each Board meeting.

9.0 Terms of Reference Review

At any time proposed by the Chair of the Committee, or at any time requested by the Board, the Committee will review these Terms of Reference and submit the results of the review, including any recommended changes, to the Board for approval.