



## REGIONAL COUNCIL TERMS OF REFERENCE

### 1.0 Role

The overall role of the Regions is to collaborate and cooperate to help grow the sport of volleyball in Ontario by integrating the OVA's strategic plan into programs and drawing on the expertise within the Regions to strengthen programming.

As each Region may have unique situations and environments that require attention and can enhance different aspects of the integration of OVA's strategic plan, there needs to be a strong partnership with the Regions to realize the OVA's vision to provide a fun, safe and rewarding environment through a commitment to Volleyball for Life.

To facilitate this partnership, the Regional Council will:

- act as an advisory body to the Ontario Volleyball Association's Board of Directors and OVA management with respect to regional issues of significance;
- ensure that the Board and OVA management understand regional issues, and ensure that the Regions understand the Board and OVA management's perspectives; and
- ensure effective sharing of information within individual Regions and between the Regions, the Board, and OVA management.

### 2.0 Purpose

The purpose of the Regional Council is to:

- A. Encourage and facilitate exchanges of information and experiences about volleyball programs and issues at the club and regional level.
- B. Provide advice on program and services design and delivery between clubs, Regions, and the OVA.
- C. Integrate the OVA's strategic plan into the clubs and Regions, and draw on the expertise within the clubs and Regions.
- D. Review and report to regional members on actions taken by the Board and OVA management, and the implications for clubs and Regions.
- E. Communicate information from the Board and OVA management to regional members to ensure an effective and accurate two-way flow of information.

- F. Provide input to the Board regarding policy, and to OVA management on operational policies, practices, standards development, and implementation.
- G. Share best practices across the province.
- H. Assign a member to an operational or Board committee/group and/or identify suitable candidates and submit suggestions to the Board regarding selection of members to committees.

### **3.0 Composition**

#### **3.1 Members**

The Regional Council comprises the Director, Regional Engagement, who shall be the Chair, along with one representative from each Region. Initial membership of the Council includes the incumbent presidents of each Region, as defined in clause 6.8(a) of the OVA By-laws, who will assume the role of Regional representative within the Council.

The Executive Director is an *ex officio*, non-voting member of this Council. OVA staff may also be invited to attend and fully participate in meetings of the Council, but does not have the right to vote on any issues that may be raised and voted on.

#### **3.2 Appointment of Regional Representatives**

When a Regional representative's term is vacated or about to expire, Regional representatives will be appointed to the Council as follows:

- Within sixty days of expiration of a Regional representative's term (as defined in 5.0), the Chair will work with the OVA's Nominations Committee and OVA management to issue a Call for Members to which interested individuals may apply. Incumbent members may apply for reappointment but may not serve more than two terms. (Service on the Regional Council prior to the 2021 AGM will not be counted in determining number of terms served.)
- The Nominations Committee will
  - evaluate all Regional representative candidate submissions;
  - identify all eligible candidates;
  - make a recommendation to the Chair; and
  - communicate the recommendation, along with information on all eligible candidates, to the Council and to the clubs in that Region.
- After the communication is received by the Council and the clubs, the Regional subcommittee will schedule a meeting and invite club presidents, technical directors, club contacts, and coaches to discuss the recommendation.
- If necessary, attendees will conduct a vote to either endorse the recommended candidate, or alternatively, carry out an election involving eligible candidates. Should an election be carried out, the winner will be determined in accordance with clause 4.8(b) of the OVA by-laws.

### 3.3 Alternates

Each Regional appointee may recommend an alternate representative to participate in Council meetings when the appointee is unavailable. The Director, Regional Engagement will either approve the Regional recommendation, or request that the Region submit a different name for consideration.

## 4.0 **Regional Council Chair**

The duties of the Chair shall include:

- A. Working with regional representatives to realize the strategic direction of the Association as a whole.
- B. Ensuring effective communication and two-way dialogue between Regional Council, OVA Board, and OVA management.
- C. Chairing the meetings of the Regional Council.
- D. Preparing agendas in consultation with the Council membership and OVA management.
- E. Ensuring that the agenda is circulated 5 days prior to the meeting.
- F. Ensuring that minutes and action items are circulated to the OVA Board and Executive Director within a reasonable time frame post-meeting.
- G. Bringing perspective to Board/Committee meetings while representing the Association as a whole.
- H. Reporting back to the Regional Council in a timely manner after Board or other Committee meetings.

The OVA Director of Operations, or an appropriate delegate, shall ensure that minutes and records of meetings are kept.

## 5.0 **Term of Regional Representatives**

The terms of the initial Regional representatives of the Council are outlined in Appendix C.

Subsequent appointees to the Council will serve a term that will conclude at the end of the third OVA AGM following the appointment, unless the representative is unable to continue in the position due to a resignation, removal for failure to remain in good standing, or death.

In the event of a vacancy, the alternate delegate – if one has been selected in accordance with 3.0 – shall temporarily assume the role of regional representative, and the Chair will work with OVA management to issue a Call for Members to fill the vacancy for the remainder of the term.

## 6.0 Duties of Regional Representatives

Regional representatives:

- A. Provide leadership to the Region which is consistent with the strategic direction of the OVA and ensures that the Region is supporting OVA's strategic planning.
- B. Establish and administer terms of reference for, appoint members to, and chair a Regional Council subcommittee responsible for managing Region-specific initiatives (see 7.1).
- C. Develop an annual regional budget and submit the budget to the Council by May 31 of each year.
- D. Ensure that ongoing financial planning and financial reports are prepared for the Region and approved annually by the OVA Board of Directors, after presentation to Regional Council.
- E. Lead the annual performance evaluation of the Region in achieving the OVA's strategic objectives and key performance indicators, and present to the Regional Council and/or OVA Board.
- F. Lead discussions and bring issues of concern from the Region to the Regional Council.
- G. Perform other responsibilities assigned by the OVA Regional Council and/or OVA Board of Directors.

## 7.0 Council Subcommittees

### 7.1 Regional Subcommittees

Effective the day following the 2021 AGM, the following Council subcommittees are established as standing subcommittees of the Council.

Subcommittee	Chair of Subcommittee
Region 1 Subcommittee	Region 1 Representative
Region 2 Subcommittee	Region 2 Representative
Region 3 Subcommittee	Region 3 Representative
Region 4 Subcommittee	Region 4 Representative
Region 5 Subcommittee	Region 5 Representative
Region 6 Subcommittee	Region 6 Representative

Initial membership for each subcommittee comprises the incumbent members of each Regional Executive immediately following the 2021 Regional elections.

Each subcommittee chair, in consultation with the Council Chair and Executive Director, is required to develop terms of reference for his or her Regional subcommittee in accordance with 7.3.

## 7.2 Other Subcommittees

The Council Chair may establish other subcommittees, as required, to promote common regional interests and coordination between regions.

Regional representatives may establish additional Region-specific subcommittees to promote regional initiatives.

Terms of reference, established in accordance with 7.3, are required for subcommittees established under this subsection.

## 7.3 Subcommittee Terms of Reference

Subcommittee terms of reference shall, at a 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) include procedures for removal of members; and
- (f) if desired, establish limitations on the duration of the subcommittee.

With respect to (d) above, appointments made by a subcommittee chair are limited to one year in duration but may be shorter (note that the initial members' terms outlined in C2.0 are exempt from this limitation). A subcommittee member may be reappointed at the discretion of the subcommittee chair.

## 8.0 **Meetings**

The Regional Council shall convene an annual meeting in June of each year by telephone / teleconference or in person. Additional meetings may be convened as required, at the Regional Council's discretion.

The agenda for the annual meeting shall include a review and approval of the regional budgets submitted in accordance with 6.0.

## 9.0 **Decision-making Process**

Decisions at the Regional Council will be by consensus where possible, but if voting occurs, each member in attendance is entitled to one vote. The Chair of the Regional Council 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*.

The Regional Council will work with OVA management and the Board President to gather information and to develop the agenda prior to distribution.

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

The Regional Council will develop a communications strategy with respect to communicating decisions made at the Council meetings.

#### **10.0 Delegated Authority**

This Regional Council will advise the OVA Board or OVA management as required.

When a member of the Regional Council is appointed to another OVA committee:

- i. They bring a regional perspective to that committee, but are bound to the mandate of the committee and by their responsibility to represent the Association as a whole.
- ii. They must report back to the Regional Council information/decisions that affect the OVA Regions and ensure that relevant items are placed on the agenda of the next Regional Council meeting for further discussion.

#### **11.0 Staff Support**

The Regional Council shall receive the necessary administrative and financial support from the OVA to fulfill its mandate.

#### **12.0 Communication with Board**

The Chair is a member of the Board of Directors, and will communicate with the Board. A written report of the Regional Council will be presented at each Board meeting by the Chair, using the template in Appendix A.

#### **13.0 Communication with Executive Director**

The Executive Director is an *ex officio*, non-voting member of the Regional Council. The Executive Director or staff designate will participate in Regional Council meetings.

#### **14.0 Annual Reporting**

The Chair of the Regional Council will provide OVA management with a report to include in the OVA's Annual Report by using the template in Appendix B.



## APPENDIX A: REGIONAL CHAIR QUARTERLY BOARD REPORT

### ACTIVITIES DURING THE PAST THREE MONTHS

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### FOCUS OF COUNCIL FOR THE NEXT THREE MONTHS

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## APPENDIX B: REGIONAL COUNCIL CHAIR ANNUAL REPORT UPDATE

### KEY SUCCESSES IN FISCAL 20XX

- 1.
- 2.
- 3.
- 4.
- 5.

### GOALS FOR FISCAL 20XX

- 1.
- 2.
- 3.
- 4.
- 5.





## APPENDIX C: TRANSITION TO NEW REGIONAL COUNCIL

### C1.0 Term Duration, Initial Council Membership

As specified in clause 13.6(b) of the OVA By-laws, the initial membership of the new Regional Council will be established immediately following the 2021 Annual General Meeting. The duration of each member's initial term is specified below.

Council Member	Expiration Date, Initial Term
Chair (Director, Regional Engagement)	Concurrent with expiration of term as Director, Regional Engagement
Region 1 Representative (Incumbent Region 1 President)	Following the close of the 2023 AGM
Region 2 Representative (Incumbent Region 2 President)	Following the close of the 2022 AGM
Region 3 Representative (Incumbent Region 3 President)	Following the close of the 2023 AGM
Region 4 Representative (Incumbent Region 4 President)	Following the close of the 2022 AGM
Region 5 Representative (Incumbent Region 5 President)	Following the close of the 2023 AGM
Region 6 Representative (Incumbent Region 6 President)	Following the close of the 2022 AGM
OVA Executive Director	No expiration ( <i>ex officio</i> )

## C2.0 Term Duration, Initial Subcommittee Membership

Each table below lists the expiration dates for the initial members' terms on the six regional subcommittees established in accordance with 7.1.

### *Region 1*

Member	Subcommittee Role	Expiration Date, Initial Term
Region 1 Representative (President elected at 2021 Regional Meeting)	Subcommittee chair	See C1.0
Incumbent Vice-President	Member	Following the close of the 2022 AGM
Secretary elected at 2021 Regional Meeting	Member	Following the close of the 2023 AGM
Incumbent Treasurer	Member	Following the close of the 2022 AGM

### *Region 2*

Member	Subcommittee Role	Expiration Date, Initial Term
Region 2 Representative (Incumbent Region 2 President)	Subcommittee chair	See C1.0
Vice-President elected at 2021 Regional Meeting	Member	Following the close of the 2023 AGM
Incumbent Regional Secretary	Member	Following the close of the 2022 AGM
Treasurer elected at 2021 Regional Meeting	Member	Following the close of the 2023 AGM

### *Region 3*

Member	Subcommittee Role	Expiration Date, Initial Term
Region 3 Representative (President elected at 2021 Regional Meeting)	Subcommittee chair	See C1.0
Incumbent Vice-President	Member	Following the close of the 2022 AGM
Secretary elected at 2021 Regional Meeting	Member	Following the close of the 2023 AGM
Incumbent Treasurer	Member	Following the close of the 2022 AGM

#### Region 4

Member	Subcommittee Role	Expiration Date, Initial Term
Region 4 Representative (Incumbent Region 4 President)	Subcommittee chair	See C1.0
Vice-President elected at 2021 Regional Meeting	Member	Following the close of the 2023 AGM
Incumbent Regional Secretary	Member	Following the close of the 2022 AGM
Treasurer elected at 2021 Regional Meeting	Member	Following the close of the 2023 AGM

#### Region 5

Member	Subcommittee Role	Expiration Date, Initial Term
Region 5 Representative (President elected at 2021 Regional Meeting)	Subcommittee chair	See C1.0
Incumbent Vice-President	Member	Following the close of the 2022 AGM
Secretary elected at 2021 Regional Meeting	Member	Following the close of the 2023 AGM
Incumbent Treasurer	Member	Following the close of the 2022 AGM

#### Region 6

Member	Subcommittee Role	Expiration Date, Initial Term
Region 6 Representative (Incumbent Region 6 President)	Subcommittee chair	See C1.0
Vice-President elected at 2021 Regional Meeting	Member	Following the close of the 2023 AGM
Incumbent Regional Secretary	Member	Following the close of the 2022 AGM
Treasurer elected at 2021 Regional Meeting	Member	Following the close of the 2023 AGM