



REGIONAL COUNCIL TERMS OF REFERENCE

1.0 Role

The Regional Council's role is twofold:

- to collaborate and cooperate to help grow the sport of volleyball in Ontario by integrating the OVA's strategic plan into club, local, and regional programming; and
- to advise the OVA on the administration of volleyball development funds whose collective purpose is to support volleyball programming and membership development.

In addition, the Council will provide advice and proposals to the OVA Board of Directors and other OVA committees on volleyball initiatives of interest to specific regions.

2.0 Background & Purpose

Prior to a Special Meeting of the Members in November 2021 conducted to pass new OVA by-laws, each of the six OVA regions elected or appointed members of a Regional Executive consisting of a President, Vice President, Secretary, and Treasurer. The Regional Presidents collectively formed the Regional Council and selected one of the six Presidents to sit on the OVA Board of Directors as the Regional Council Director.

Regions were funded through a portion of each year's membership fees, and each region was provided an annual allocation calculated at a fixed dollar value per member (\$ 3 in the 2023-24 season), irrespective of the region. Based on this allocation, Regional Executives would establish an annual budget for region-specific initiatives, and could – using these same funds – engage in revenue-generating projects to supplement their membership-based allocations. However, because of the population disparities and varying geographic challenges across regions, this model has contributed to a regional financial imbalance.

Following the 2021 proclamation of the *Not-for-Profit Corporations Act, 2010*, this regional governance structure needed to be updated to comply with this new legislation. To do so, a Special Meeting of the OVA membership in November 2021 led to the introduction of new by-laws that, among other things, created a new Regional Council comprising the last six elected Regional Presidents and led by a new Director, Regional Engagement to be elected – by the general membership – at the 2021 Annual General Meeting.

This new Council kicked off in December 2021 after the Annual General Meeting; however, the funding model from the previous Regional Council has remained, with allocations continuing to be based on each region's membership figures. Continued reliance on this funding model has perpetuated the regional financial imbalance.

The OVA seeks to eventually remedy this imbalance, but also recognizes that past allocations received by the regions should remain with those regions to invest in their own volleyball programming. Furthermore, regions who have generated supplemental revenue over and above those allocations are rightly entitled to use that money for volleyball development in their region; the OVA would also encourage regions to continue to seek out revenue-generating opportunities and reinvest the revenue realized from those initiatives.

However, to better invest in and develop the sport across the entire province, the OVA would like to consider a new allocation framework that would ideally provide more opportunities for OVA members to access volleyball development funds, irrespective of the financial status of the region in which they are based. With that in mind, the **purpose** of this newly revised Terms of Reference is to outline how the Council will advise the OVA in both the administration of regional funds and this potential new funding framework.

3.0 Council Composition

The Council comprises the Director, Regional Engagement, who shall be the Chair, along with three to six individuals to be appointed by the Chair, following a public call for members advertised by the OVA. The Chair may only appoint a maximum of two candidates from a single region.

In addition, a staff member designated by the Executive Director will be an *ex officio*, non-voting member of this Council.

Other OVA staff members may also be invited to attend and fully participate in meetings of the Council, but when invited, will not have the right to vote on any issues that may be raised and voted on.

4.0 Term

Appointees to the Council will serve a term that will conclude at the end of the third OVA AGM following the appointment, unless the appointee is unable to continue in the position due to their resignation, removal in accordance with OVA by-laws and policies, or death.

5.0 Regional Council Chair

The specific duties of the Chair include:

- A. Oversight of the budget process for the regions, to ensure that expenditures align with OVA strategic objectives.
- B. Oversight of grant expenditures.
- C. Chairing the meetings of the Council, or identifying a designate to do so when absent from a scheduled meeting.

- D. Preparing agendas in consultation with the Council membership and OVA management, and ensuring that the agenda is circulated five days prior to the meeting.
- E. Reporting back to the Council in a timely manner after Board or other Committee meetings.

6.0 Functions of the Council

- A. To develop and approve annual budgets for each region, outlining proposed uses of existing regional funds (including self-generated revenue) for eligible volleyball-related initiatives.
- B. To develop and approve grant proposals, using regional funds set aside for the purpose, that OVA management will make available to OVA members by application.
- C. To develop proposals for new program spending that will be recommended to the OVA Board of Directors for approval.

7.0 Council Subcommittees

7.1 Establishment

The Council Chair may establish subcommittees, as required, to promote

- cross-regional initiatives involving coordination between multiple regions; or
- region-specific initiatives.

Terms of reference, established in accordance with subsection 7.2, are required for subcommittees established under this subsection.

7.2 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) if desired, prescribe limitations for the duration of appointees' terms; and
- (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 on the day after the AGM following the appointment, unless a shorter duration is specified in the appointment. Longer-term appointments are not permitted, but a subcommittee member may be reappointed at the discretion of the subcommittee chair.

8.0 Meetings

The annual meeting of the Council is to be conducted no later than June 15 of each year, and may be conducted by telephone / teleconference or in person. Additional meetings may be convened as required, at the Council's discretion.

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 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*.

10.0 Delegated Authority

Delegation to this Council is as follows.

- A. Regional budgets are **approved** by members of this Council, as noted in 6A.
 - If the Council has representation from the region for which budget approval is sought, that region's representative(s) will, jointly with the Chair, approve the budget.
 - If the Council does not have representation from the region for which budget approval is sought, the Chair will approve the budget.
- B. Grant proposals are **approved** by members of this Council, as noted in 6B.
 - If the Council has representation from the region(s) for which approval is sought, those regional representative(s) will, jointly with the Chair, approve the proposal.
 - If the Council does not have representation from the region for which approval is sought, the Chair will approve the proposal.
- C. The Council may **recommend** proposals for new program spending to the OVA Board of Directors, as noted in 6C.
- D. The Council may advise and provide other **recommendations** to the OVA Board of Directors or OVA management as required.

11.0 Staff Support

The 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 is responsible for regular communication with the Board. The presentation of a report from the Council will be a standing item at each Board meeting.

13.0 Communication with Executive Director

The Executive Director will communicate with the OVA staff member designated to participate in Regional Council meetings.

14.0 Annual Reporting

At the end of each fiscal year, the Chair of the Council will provide OVA management with a summary of key accomplishments and activities to be highlighted in the OVA's Annual Report.