



# COMMITTEE HANDBOOK

## DRSA COMMITTEES

### GENERAL PRINCIPLES

#### 1. Purpose

The general purpose of committees is to assist the Board in carrying out its responsibilities, including oversight, recruitment of Board or committee members, planning, risk management, policy development and self-evaluation.

Committees facilitate the effective utilization of individual Governors' talents, abilities and community contacts for the greater good of the DRSA.

The Board may create additional committees and applicable governance policies as needed.

#### 2. Committees

##### A. Judicial Committee

The Committee:

- a) serves as the discipline body for DRSA registrants;
- b) serves as the appeal body for clubs, teams, administrators, coaches, players, referees, program participants and non-registered and registered volunteers;
- c) is advisory to the Board but does not report to the Board, the Executive committee or the Executive Director;
- d) is comprised of staff as well as program volunteers who possess the expertise and knowledge necessary for effective program development and delivery;
- e) may create sub-committees to assist it with its work.

Judicial Committee of the DRSA is as follows;

1. Discipline and Appeals Committee

##### B. Operational Committees

Operational Committees:

- a) bring together the professional leadership of DRSA staff and the expertise of the it's volunteers to develop and deliver a specific program;
- b) are advisory to management;

- c) will be comprised of staff as well as program volunteers who possess the expertise and knowledge necessary for effective program development and program deliver

Governors may serve on Operational committees.

The Operational Committees of the DRSA are as follows;

1. Referee Development Committee
2. Technical Development Committee
3. Senior Soccer Committee

### **C. Standing Committees**

Standing Committees:

- a) serve in an advisory capacity to the Board, assisting the Board in carrying out its planning, oversight, and internal self-management functions;
- b) are advisory to the Board;
- c) are not involved in the day to day operations of the Association;
- d) will be comprised of a majority of Governors unless otherwise authorized by the Board;
- e) may include Independent members to expand the expertise or otherwise provide assistance.

The Standing Committees of the DRSA are as follows;

1. Executive Committee
2. Audit & Finance Committee
3. Governance Committee
4. Human Resources Committee
5. Risk Management Committee
6. Nomination Committee

## **3. Authority**

Except where so authorized in the DRSA Constitution, Board committees do not have the authority to make decisions, to act for the Board or to bind the DRSA.

## **Operation**

### **A. General**

Reference material for committee meetings is to be forwarded to committee members in advance of the meetings.

Committee members are expected, prior to meetings, to review all reference material sent to them.

Committee members are expected to notify the committee Chairperson if they are unable to attend or participate in a meeting.

Committees may establish sub-committees to assist them with their work.

Committee members may be required to complete tasks / work outside of the regularly scheduled meetings.

Each committee will receive the necessary resources from the DRSA to fulfill its mandate, and may from time to time have staff persons assigned to assist the committee with its work.

## **B. Meetings**

In the Chairpersons' absence or inability to act, the other committee members shall appoint one of the members to serve as Chair of a meeting.

The committee may invite individuals to participate in committee meetings to expand its expertise.

Decisions are to be made by a majority of the voting members (50%+1) with the Chairperson of the meeting having a vote only in the event of a tie.

The Chairperson should

- guide the discussion so that it proceeds in an orderly and efficient fashion, respect Robert's Rules of Order and the DRSA's Code of Conduct, and deal with committee business;
- ensure that all views are heard, that the committee formulates recommendations that reflect the will of the majority

The Executive Director shall ensure the minutes for Judicial or Operational committee meetings are submitted within forty-five (45) days of the completion of the meeting and are distributed electronically and accessible to each Governor.

The Chairperson shall ensure the minutes for each Standing or Special committee meetings are submitted within forty-five (45) days of completion of the meeting and are distributed electronically and accessible to each Governor.

The number of meetings and the meeting formats which are permitted will be as defined in the governance policy for each specific committee.

## **C. Budget Resources**

The Executive Director, in consultation with the applicable committee Chairperson must submit a budget for each committee for inclusion in the DRSA's Annual Budget. Once approved, any exceptions must be approved by the Board.

## **D. Reporting**

Through its Chairperson, each Standing or Special committee will report regularly to the Board.

The Chairperson of the Judicial, Operational, Standing or Special committee will report to the members at the Annual Meeting in the form of a written report.

## **5. Appointments**

### **A. Appointment of the Chairperson**

Chairpersons are appointed by the Board annually. A staff person may serve as a Chairperson. The Chairperson of the Finance and Audit Committee shall be the DRSA Treasurer or, a DRSA Board or staff member with the necessary accounting/financial designation(s).

### **B. Appointment of Committee Members**

Committee members are appointed by the Chairperson annually and ratified by the Board.

### **C. Vacating an Appointment**

A member of a Judicial, Standing or Special committee has the right to resign their appointment and must do so by informing the Secretary of their intention in writing.

A member of an Operational committee has the right to resign their appointment by informing the Executive Director of their intention to do so in writing.

### **D. Removal of a Committee Member**

The Board may remove any member of a Judicial, Standing or Special committee for cause. The Executive Director, with the approval of the Board, may remove any member of an Operational committee for cause.

Such cause shall include, but will not be limited to:

- Conflict of interest (as defined in the DRSA Published Rules)
- Failure to perform duties and responsibilities
- Exceeding the limits of the member's authority
- Discovery of a criminal record
- Is declared to be incapable by a court in Ontario, Canada or in another country
- Is in bankrupt status
- Failure to respect and comply with the spirit and intent of the Constitution and Published Rules of the DRSA.

A member shall be deemed to have vacated their position if the member misses two scheduled meetings of the committee for reasons considered insufficient by a majority of the committee and with approval of the Board.

The Chairperson of a Judicial, Operational, Standing, or Special committee shall be deemed to have vacated their position if the Chairperson fails to convene the minimum number of scheduled meetings, as defined in the governance policy for each specific committee for reasons considered insufficient by a majority of the committee and with the approval of the Board.

## **6. External Resources**

A committee may engage paid consultants or contractors upon approval of the Finance and Audit Committee and the Board in compliance with the Accounting and Financial Procedures Manual.

An Operational committee may engage paid consultants or contractors only upon approval of the Executive Director and the Board in compliance with the Accounting and Financial Procedures Manual.

A committee is permitted to request the input of another committee or additional volunteers.

## **7. Mandate Review**

Each committee shall review its mandate on an annual basis and seek confirmation by the Board.

## **8. Independent Member**

For the purposes of the DRSA committee governance policies, an Independent Member shall be an individual who is not a Governor and/or Officer of the DRSA.

## **9. Change to a Governance Policy**

The governance policy for each committee must be approved by the Board and may be modified from time to time by the Board.

## **10. Review and Approval**

This governance policy is approved by the Board of the District and may be modified from time to time by the Board.