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| **Rationale** |
| Committees help facilitate a board’s work; prepare board members for informed decision making; provide a mechanism to use all available skill and expertise; and offer hands-on opportunities to serve the organization.  Committees may help the clarification of problems and the development of new ideas. |

**Policy Guidelines:**

**Definition:**

Board committees are a [small](https://dictionary.cambridge.org/dictionary/english/small) [group](https://dictionary.cambridge.org/dictionary/english/group) of [people](https://dictionary.cambridge.org/dictionary/english/people) [chosen](https://dictionary.cambridge.org/dictionary/english/chosen):

* + to [represent](https://dictionary.cambridge.org/dictionary/english/represent) a [larger](https://dictionary.cambridge.org/dictionary/english/large)[,](https://dictionary.cambridge.org/dictionary/english/organization)
  + for a specific function,
  + either to make [decisions](https://dictionary.cambridge.org/dictionary/english/decision) or [collect](https://dictionary.cambridge.org/dictionary/english/collect) [information](https://dictionary.cambridge.org/dictionary/english/information) for it,
  + to divide the board’s work into manageable tasks

**Types of Committees:**

**Executive Committee**

* acts as a steering committee that prioritizes the agenda of the board meetings. Executive committee members also sometimes manage urgent matters between board meetings.

**Standing Committees**

* meets regularly and only changes with the arrival or departure of members from the board.
* helps monitor progress, make plans, and report to the main body on their specific subject areas.
* often covers finance, marketing, communications, budgets, and more.

[**Ad hoc committees**](https://cnmsocal.org/featured/what-are-board-committees-and-what-do-they-do/)

* handles issues that are typically short-term and specialized in nature

**Formation of Committees**

Upon the Board’s approval, the PAO’s President will appoint the chairperson and members of each committee.

* President will be ex-officio (non-voting) of all Committees of the Association
* Board may establish additional ad hoc Committees, from time to time, as they may consider advisable
* Board may establish the terms of reference and operating procedures for all Committees, and may delegate any of its powers, duties, or functions to any Committee.
* No Committee will have the authority to incur debts in the name of the Association
* All Committee members will serve without compensation but may be paid reasonable expenses incurred by them in performance of their duties.

**Committee’s duties, responsibilities and timeline**.

Committees shall

* submit a plan including goals, budget and timeline
* clearly define responsibilities for specific members
* keep minutes of their proceedings,
* research, make recommendations, and present options to the board at large
* does not have the power to act for or on behalf of the PAO Board or otherwise commit or bind the PAO Board to any course of action

**Administration**

This policy shall be administered by the Pickleball Ontario President at any Pickleball Ontario related meeting.

Policy Approved 2021 12 16 President  Date Signature

**Appendix 1:**

**Role of Committee Chair**

* Provide leadership for the committee
* Preside over all committee meetings, be responsible for its function and for providing the Board with regular updates on the committee’s activities
* Facilitate communication and discussion during the meetings
* Establish a reasonable timeline for the completion of the committee’s work.
* Provide research as needed for the committee
* Stay in regular communication with the President
* Bring the viewpoint of the Board of Directors to the committee discussion
* Bring action items and recommendations from the Committee to the President when necessary.
* Report Board decision back to the committee.
* Bring Committee decisions forward to Board as required and speak as the official representative of the Committee on Committee approved statements
* Report to the committee on decisions of the Board that affect the committee's work
* Be responsible for giving notice of meetings and keeping a record of its proceedings
* Be responsible for ensuring that all decisions are taken in the best interests of the organization and that their role is carried out effectively

**Appendix 2:**

**Role of Committee Members**

* Actively participates in meetings, contributing to the discussion, brainstorming and sharing innovative ideas
* Provide needed skill/knowledge areas
* Review all relevant material before committee meetings.
* Support the efforts of the committee chair and carry out individual assignments made by the chair
* Work as part of the committee and staff team to ensure that the committee's work and recommendations are in keeping with the general association mission and goals