

ATHLETICS NEW BRUNSWICK COMMITTEE STRUCTURE

Committees fulfill an important function by providing sound and timely advice to the Board and the Executive Director (ED) on key areas surrounding athletics in New Brunswick, fiduciary duty and technical aspects. Committees also provide a means for individuals to contribute directly to the organization and to the sport, and can serve to prepare individuals for greater responsibilities.

Board Committees are advisory to the Board and assist the Board in fulfilling its fiduciary responsibilities. Each Board Committee has a Terms of Reference as determined by a policy or approved by the Board. Most Board Committees are chaired by a Board Member or designate, and all report to the Board. The Athletics New Brunswick committees include:

1. **Executive** - Acting on behalf of the Board, to carry out tasks in accordance with the Bylaws, Policies and Procedures, and in keeping with both the Vision and Mission of the organization.
2. **Finance** – Assists the Board in fulfilling its oversight responsibilities related to bookkeeping, reporting, payroll, annual reviews and auditing, financial procedures and strategies, and financial risk management.
3. **Technical** - ...With an equal representation from all ANB clubs and regions, discuss and find solutions to topics that affect the ANB membership, especially where it relates to competition and programming.
4. **Governance** – Monitors and proposes changes to ANB’s governance processes, Rules, By-Laws and policies
5. **Officials** – to design, coordinate, and evaluate programs to develop and improve the performance of athletics officials.
6. **Provincial Team Selection** – to design, deliver, implement and evaluate provincial team policies to fulfill ANB’s high performance goals and objectives.
7. **Awards** – to recommend recipients for annual trophies and develop and evaluate other recognition programs.
8. **Athletes Council** – Provides a forum for member athletes to identify issues, suggest solutions, and generally express their needs and concerns to the Board.

Committee Guidelines

Committees will operate under the following general guidelines:

1. Committees will operate in a transparent and open manner
2. Committees will report, make recommendations, and be accountable to the Board and the General Meeting.
3. The Board will use Committees as an important medium to communicate and engage directly with Members and stakeholders
4. Committees will have Terms of Reference approved by the Board or the General Meeting
5. On an annual basis, the Board will ask each Committee to review their terms of reference and report on any required update. This review will ensure that each Committee is meeting its objectives, continues to be relevant, and is following its Terms of Reference

6. The Chair of each Committee is a voting member of that Committee, unless otherwise indicated in a Committee's Terms of Reference
7. Committees will be composed as described in each Committee's Terms of Reference
8. Quorum for all Committees will be a majority of the voting members, unless otherwise indicated in a Committee's Terms of Reference
9. Committee membership is "competency" based
10. Committees may invite guests or outside experts to attend Committee meetings. These individuals will not have a vote at Committee meetings
11. Committees will not exercise authority over employees.
12. Unless explicitly empowered by the Board, Committees cannot make binding decisions or speak for the Board or the ED
13. The work of Committees must not conflict with the responsibilities of staff
14. Also, the Board and General Meeting have authority to establish **ad hoc working groups** for any specific purpose, putting such conditions, restrictions, or limitations on the mandate of such working groups and their composition and terms of reference, as they deem appropriate. Ad hoc working groups will usually be established for specific and time-limited tasks.

| Document adopted by the ANB Board on-_____

Document to be revised annually by the Board.