



Committees Policy

Implementation Date: 1994

Amendment Dates: Nov. 02 (#E02F), Nov.'98 (#E98.43), March '98 (#E.98.04.S), May '01 (#E01.03S), Nov. '05 (#E05)

The Executive Board or Congress may, from time to time, establish committees (standing and adhoc), and coordinators, to help carry out its responsibilities. Standing Committee, Coordinator, and Representative positions are:

<u>Standing Committees</u>	<u>Coordinators</u>	<u>Representatives</u>
Wakeboard	Personnel	COC A Director
Coaching	Languages	COC A Members
Officials	Marathon	IWSF Committee/Council Reps.
Barefoot	Sport Science / Medical	Pan Am Region Committee Reps.
Grass Roots	Constitution	
National Team		
Technical		
Hall of Fame		
Membership		
Major Events		
Adaptive		
Athlete Development		

In general, standing committees and coordinators focus on program, product, services and event development/implementation, while adhoc committees deal with specific issue resolution.

1. The WSWC Executive Board is comprised of:

President*	Technical Director	Athlete's Representative
Past President*	Sport Development Director	Director at Large
Finance Director*	High Performance Director	

* the position is mandatory to be recognized by Industry Canada as a non-profit organization

The Executive Board manages the property and business of the association. The Executive Board members are the Officers of the association. The exact composition of Executive Board positions is determined by a two-thirds majority vote of Congress. Executive Board members are at least 18 years of age, with the power under law to contract.

2. Committees are expected to provide an annual synopsis of their plans, priorities, and budgetary considerations to the Executive Board.

3. Expense allowance for volunteers is \$ 36 / day, and partial days at \$8 breakfast, \$10 lunch, \$18 dinner, \$0.25 /km.. All WSWC volunteers who receive expense reimbursements must be WSWC members in good standing.

4. Each Committee shall be governed a by Terms of Reference, established by the Executive Board. Terms of Reference outline what the committee is responsible for, and to which Executive Board member the committee reports to.

5. A Committee Chair will lead committees. The EB shall appoint the Committee Chairs for a term of two years, normally from Annual Congress in odd-numbered years to the next. A general expression of interest for the position of chair and committee members shall be made by October 1 of each odd-numbered year.



6. A Committee Chair will have the authority to create as many committee member positions he/she deems necessary to carry out its Terms of Reference. Each committee member position will have a specific title and job description. The Committee Chair has the authority to appoint individuals to committee positions for a maximum of a two year term. To ensure that committees are refreshed, Chairs shall be encouraged to ensure at least 25% in turnover in committee composition from one term to the next. When naming committee members, Chairs shall declare the individuals who, within normal budget limitations, are able to attend committee meetings.

7. Committees and Coordinators will be assigned a specific staff liaison.

8. Committees meet in the spring, fall or winter. As standard agenda items they:

- evaluate previous year's initiatives,
- deal with program issues,
- review and adjust the business plan,
- develop and prioritize a budget, expenses and revenues, for next year's initiatives; and
- develop detailed volunteer task list.

Solutions to issues, next fiscal year's proposed initiatives and budget, are packaged into recommendations for the Executive Board's, or Congress consideration.

9. Committees, coordinators, and representatives are implemented with a specific function in mind. As such the committee and coordinators can be changed should functions change or evolve.

10. The Executive Board shall have the power, by a two-thirds majority vote, to remove from office a chair or member of a committee in the event he or she is not fulfilling his or her duties of office in a manner satisfactory to the Executive Board.

11. In the event of the resignation of a chair of a committee, the EB member responsible shall have the power to appoint a new chair to fill the vacated office. The appointment must be ratified by the entire EB.

12. The chair of each committee shall prepare an annual report and deliver same to the National Office not later than thirty (30) days prior to the date of the annual meeting of the Congress. Such report shall be distributed to the delegates attending the annual meeting of the Congress.