

Committee policy

Approved by: Board of Directors, November 2017	Last reviewed Date:	Document # CC-POL-020
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1. Committees in General

1.1: As per Article 6.1 of the by-laws, the Cricket Canada Board of Directors may create and dissolve any committee for reasons the Board deems justifiable.

1.2: Purpose

Each committee will be given a Terms of Reference by the Board of Directors if not identified in official policy documents. The terms of reference will have the following components:-

- Name
- Objective
- Responsibilities
- Membership and appointment process
- Meetings
- Reporting

1.3: General Information

- Committees operate under the by-laws of Cricket Canada, specifically Article 6, committees.
- Each committee will identify priorities to be addressed based on sport specific needs and available resources.
- Each committee should establish linkages with other appropriate committees of Cricket Canada and affiliated national provincial or territorial associations to ensure sharing of ideas, information and programs and reduce the likelihood of duplicating work

1.4: Operating Procedures

- Teleconferences will be held as needed. Conference call or other electronic mechanisms will be made available to members to facilitate

their participation and scheduling will attempt to ensure all members can participate.

- Agendas will be developed prior to meetings and minutes will be taken at all meetings and available to the board. Minutes should be provided to the Director responsible for the committee.
- All decisions and recommendations of the committees will be made by consensus of members unless otherwise identified. In the event that consensus cannot be achieved, a vote will be held. The Chair of a Committee will have a 2nd deciding vote in the case of a tie. (by-law 6.4)
- A quorum for any Committee will be the majority of its voting members (by-law 6.2)

1.5: Membership and Roles

- Committee chairs are appointed by the board unless specified otherwise by terms of reference.
- A list of nominees for the various positions on committees will be presented to the Board of Directors by the Nominations Committee.
- An individual wishing to serve on any committee is not required to be an officer or director of the Corporation (by-law 6.10).
- National Office staff may be ex officio members of all committees unless specified otherwise by terms of reference.
- The President will be an ex-officio (non-voting) member of all Committees of the Corporation. (by-law 6.6)
- The Board may remove any member of any Committee by ordinary resolution (bylaw 6.7).
- The Chair and members will serve for a period of one year unless otherwise specified in the committee's terms of reference.
- The Board of Directors may remove the Chair or any member of a committee at any time, at its sole discretion, for due cause.

1.6: Financial requirements

- No expenditures or commitments against the budget may be made without the authorization of the board.
- Each committee will provide an annual operations plan and budget for approval by the board in March of each year.
- Grants administered by committees must have adequate procedures and budgets approved by the board.

- No Committee will have the authority to incur debts in the name of the Corporation (bylaw 6.8).

1.7: Reporting requirements

Each committee chair is responsible for reporting to the Board on a quarterly basis in writing as to the progress of their operational plan.

2. Standing committees

2.1: The following committees are standing committees as outlined under By-law 6:-

- Nominations Committee – who will seek nominations for positions on the Board, Standing Committees and Discretionary Committees, as well as the Auditor.
- Audit Committee – will be responsible for the completion of an annual audit and receiving recommendations from the Auditor.
- Selection Committee – will be responsible for the selection of teams and/or individuals to represent the Corporation in accordance with Board approved policies and procedures.

3. Audit Committee

3.1: Purpose: The Audit Committee is to assist the Board of Directors in fulfilling its oversight responsibilities by reviewing and making recommendations with respect to:

- The external auditor's annual audit plan;
- Cricket Canada's accounting policies;
- The audit findings and the audited annual financial statements, advising the Board on their acceptance;
- The system of internal controls and management of financial risks;
- The appointment of external auditors and their fees;
- The ethical standards that management and the Board have established;
- The procedures in place to ensure compliance with legal and regulatory requirements; and:
- Such other matters as may be referred to the Audit Committee by the Board of Directors

3.2: Operating Procedures: The Audit Committee shall have unrestricted access to members of management, employees and all relevant information and may engage independent counsel and other advisors as necessary to carry out its responsibilities.

3.3 Membership and Roles: The Vice President shall be an ex-officio non-voting member of the Audit committee. The Board will appoint three members of the Board of Directors to serve on the committee. Additional members may be appointed from the membership or volunteers if specific skills are required to supplement those of the committee members.

4. Nominating Committee

4.1: The Nominations Committee will be responsible for soliciting nominations for the election of the Directors, and for positions on committees. The committee is also responsible for ensuring nominations and elections are conducted in accordance with the by-laws

4.2 Operating Procedures - board nominations

- A call for nominations is to be distributed and publicized well in advance of elections (3 months).
- A nomination for vacant positions of Cricket Canada officers and board members shall be in writing and shall include the following:
- Include the written consent of the nominee by signed or electronic signature;
- Comply with the procedures established by the Nominations Committee; and
- Be submitted to the Head Office of the Corporation five (5) days prior to the Annual Meeting. This timeline may be extended by Ordinary Resolution of the Board.

4.3 Membership and Roles

The Nominating Committee consists of at least three members appointed by the Board and will stand from several months before the annual general meeting until the completion of the elections at that meeting. The committee will also sit at the request of the board to solicit and recommend members for committees.

The committee members may be existing board members but may not be nominees in the upcoming elections.

5. Selection committee

5.1: The terms of reference of the Selection Committee are defined in the Selection Policy.

6. Other committees

The following committees are defined in other policy documents, or are active within the organization. Other committees may be struck as required, and unless required by policy, the listed committees may not all be active. The terms of reference for each committee are not defined in this policy but are provided by the Board. In general a representative of the board sits on each committee, and acts as the vehicle for communication with the board.

- Finance Committee
- By law Review Committee
- High Performance Committee
- Development Committee
- Senior Program Committee
- Women's Program Committee
- U19 Program Committee
- Long Term Athlete Development Committee
- Officials and Coach Development Committee
- Internal Affairs Committee
- External Affairs Committee
- Governance Committee
- Athlete's committee
- Coach and managers appointment committee

Revision History

Revision #	Revision Date	Approved By	Major Changes or Reason for Changes