

**ATHLETICS ONTARIO TERMS OF REFERENCE**  
**EXECUTIVE COMMITTEE**

Officers are in the service of the board and individual officers may not act in place of the board. The board may, by policy or general resolution, delegate certain responsibilities to its officers but retains ultimate responsibility and accountability for the responsibilities so delegated.

**AUTHORITY**

The Executive Committee (Officers of the board) possesses specific powers to make decisions as delegated by the by-laws and as a Committee, between board meetings if necessitated by unusual circumstances. Such decisions are subject to ratification by the board at its next meeting.

**COMPOSITION**

The Executive Committee includes:

- Chair
- Vice-Chair
- Treasurer
- Secretary
- ED (ex-officio & non-voting)

**APPOINTMENT**

The board, from among its elected directors, shall elect a Chair, Vice-Chair, Secretary, and Treasurer during the first board meeting following the annual general meeting. The Committee shall serve for a one-year term.

**MANDATE**

The Committee shall oversee:

1. Board Leadership:
  - a) Conduct such transactions and business of an emergency nature, subject to the ratification of the board as may be necessary for the effective continued operation of the organization between regular board meetings.
  - b) Be informed and aware of the significant events in the general management of the organization, so as to be able to provide such advice and direction to the ED as maybe necessary in the periods between board meetings.
  - c) Develop and recommend an annual work plan for the board.
  - d) Make recommendations to the Governance Committee as necessary with respect to the structure and functioning of the board.
  - e) Lead the development of annual business plans and longer-term corporate/strategic

plans.

- f) Review and make recommendations to the board with respect to complaints against board members or any other extraordinary matters related to the code of conduct or conflicts of interest referred for its attention by board committees, members, staff, or agents.
- g) The board may from time to time assign such other duties, as it deems advisable.

2. Human Resources:

- a) Complete an annual performance appraisal of the ED, seeking input from board members and such others as approved by the board, and report to the board and ED, such comments and recommendations with respect to performance and compensation as deemed appropriate.
- b) Annually review the career intentions of the ED to ensure appropriate succession and contingency planning for the position.
- c) Ensure the development of comprehensive Human Resources policies related to management of staff and volunteer resources. Review these with management at least once every two years, in conjunction with the Risk Management Committee, to ensure they are current with the needs of the organization, relevant statutes and reporting requirements (e.g. tax withholding, employment standards, worker health and safety, human rights, etc.).
- d) Ensure that management has developed and implemented regular performance appraisal processes and fair grievance procedures for staff and service volunteers.
- e) Ensure that management has developed appropriate systems for staff succession planning, job replacement, and job rotation or cross training. Monitor overall trends in performance of Human Resources (including staff, agents and volunteers) on factors such as worker's compensation claims; absenteeism; grievances; workplace health and safety; staff development, recruitment, retention and compensation; and, performance of contractors.
- f) Advise and support management on labour/management relationships within the bounds of the board's expertise in such matters.
- g) Ensure periodic audits to assess compliance with approved Human Resource policies and legal requirements.
- h) Advise the board with respect to guidelines/directives to management for staff compensation and monitor compliance with such guidelines and directives.

## **MEETINGS**

The Committee will meet regularly or as required in person or by telephone conference.

## **REPORTING**

The Committee shall report such matters to the full board at the next available opportunity through the report of the Chair.