

Terms of Reference

Steering Committee

Use this template to create your own terms of reference for your local Steering Committee.

Co-Chairs:

Community & School Recreation Coordinator:

Steering Committee Members:

Representation/Organization (ie: Elder, Youth, Health, Municipal/Band, RCMP, etc.)	Name	Phone	Email

Membership:

Membership terms (ie: indefinitely, annual, etc)

Member Termination (removal from committee will occur if)

Co-Chair selection (selection of Chair/Co-Chairs will be decided how)

Purpose:

To ensure meaningful community member input into programs coordinated and facilitated by the Community & School Recreation Coordinator (CSRC); to provide local management and ownership of community-based sport, culture & recreation programs.

Rationale:

The Steering Committee is the vehicle for community engagement in the development and implementation of the NC&SRCP.

An established Steering Committee reflects the intent of the community and school(s) to work together to strengthen programming through partnerships at the local level.

The Steering Committee provides the opportunity for the school and community organizations to jointly examine the purpose and objectives of the program and to define them based on local priorities.

Scope:

The Steering Committee is responsible to represent and be accountable to the public (community), while working within the policies and procedures of the employing organization.

Meetings:

Meetings shall occur (when, where and how often?) _____

Attendance at meetings must constitute at least (#) _____ of Steering Committee Members for the meeting to occur.

Communication:

Prior to Meeting (who will be responsible to notify of meeting, how much notice is required and how will they notify?)

During Meeting (what reports/information/input is required of members, supervisor and CSRC?)

Post Meeting (what follow up documents are required, who will prepare them, how will they get distributed and by when?)

Decision Making:

Decisions will be made at the meeting via (consensus, motion/voting, majority, etc.)

Due to the nature of recreation, decisions may be required to be made in-between meetings of the Steering Committee. The committee gives license to the Chair and Co-Chair working with the CSRC to jointly make such decisions in the best interest of the community and using the following criteria when necessary:

- Budget (amount outside of approved program budgets) _____
- Programs (change/cancellation) _____
- Training (attendance of SC members) _____
- Human Resource (work schedule, days off, etc.) _____

Conflict of Interest:

A conflict of interest occurs when a member has the potential to promote a private or personal interest that results in an interference with their responsibilities on the committee, or gains any advantage by virtue of his/her position. Conflicts of interest may be real, potential or perceived.

Desired Outcomes:

Enhance and increase sport, culture & recreation opportunities for the community.

Priorities:

1. Increase participation opportunities
2. Ensure community direction and support
3. Establish partnerships
4. Recruit, retain and support a CSRC
5. Increase number of local volunteers
6. Provide skill development and leadership opportunities
7. Promote sport, culture & recreation

Roles and Responsibilities:

The Steering Committee will:

- Determine membership, operation and structure of Steering Committee.
- Oversee the recruitment, hiring and retention of a Community & School Recreation Coordinator (CSRC).
- Advise, communicate, support and work with the Community & School Recreation Coordinator (CSRC).
- Establish a regular meeting schedule and participate in meetings.
- Identify and plan based on local needs, priority target groups and gaps in community based programs through a variety of means.
- Provide input into a community-based Annual Program Plan. Monitor and evaluate the progress of the plan and provide ongoing direction, support and intervention if required.

- Ensure the adherence to program reporting requirements, purpose and objectives of the program.
- Approve the budget and expense of funds in accordance with the expenditure guidelines, Annual Program Plan and community needs.

Co-Chairs of the Steering Committee will:

- Take the lead role to establish and develop the volunteer Steering Committee.
- Facilitate the Steering Committee to fulfill its purpose.
- Set meeting dates, determine agenda and chair regular Steering Committee Meetings.
- Jointly make required program decisions as necessary between regular meetings.

Community & School Recreation Coordinator will:

- Use the school as a major asset of the community to develop and organize 'community-based' sport, culture and recreation programs and services that link school to community, for the benefit of the entire community.
- Offer programs after school, in evenings and on weekends, school holidays, and at community and school special events. Programs will be offered for the full calendar year and provide opportunities for the community. Efforts should be made to sustain programming in the community when the CSRC is off (ie: vacation leave, sick leave, etc.). This can be achieved through a strong volunteer base and community partnerships.
- Work with the Steering Committee to develop an Annual Program Plan for community, sport, culture and recreation programs. The program should ensure community wide benefits, including leadership and community capacity building opportunities.
- Provide program reports to Steering Committee and forward to the NSCRD as per reporting requirements.
- Participate in mandatory training events and seek out professional development opportunities in accordance with employer policies.

Supervisor will:

- Be responsible for advertising, interviewing and recommending hiring of the CSRC on behalf of the Steering Committee and employer.
- Be responsible for the orientation of the CSRC to their respective work environment, staff, employment expectations and human resource procedures as per employer policies.
- Oversee and support the CSRC's responsibilities to provide programs and services using community and school assets.
- Using NSCRD templates in cooperation with the employer, establish program budgets, employment expectations, etc. for the CSRC.
- Provide direct day-to-day supervision to the CSRC including ongoing monitoring, feedback and evaluation.
- Provide access to and encourage professional development training for CSRC's, utilizing funds provided for the NC&SRCP.
- Ensure the provision of adequate workspace, office equipment (at minimum a telephone, computer, and internet access) and administrative supplies for the CSRC. Program funds cannot be used to cover costs of these requirements.

Evaluation:

The Steering Committee will undergo self-monitoring of the program by considering and addressing;

- The ability of the community, through the lead agency, to meet minimum standards of management, accountability and supervision of the employee.
- The community and school's adherence to the purpose and objectives of the program and the contracted obligations.
- The community and schools adherence to the development of sport, culture and recreation programs according to the direction and the targeted audiences identified by the Steering Committee.
- The community and school's adherence to the budget in meeting with the program objectives.
- Submission of the **Steering Committee Activity Form** to the NSCRD after each Steering Committee engagement throughout the year.