

Steering Committee Orientation

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.

Thank you for volunteering your time and expertise to your local Steering Committee. The Steering Committee is the backbone of the Northern Community & School Recreation Coordinator Program. **This guide is designed to give a brief snap shot of program components** to help Steering Committee Members better understand the program and ultimately enhance the quality of life for northerners through community based sport, culture & recreation programs.

The Northern Sport, Culture & Recreation District manages a grant that is distributed to communities, which allows them to hire a Community & School Recreation Coordinator (CSRC) to facilitate the delivery of sport, culture and recreation programs, using the school as a major asset and in partnership with other community organizations.

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



Roles & Responsibilities

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.

The Steering Committee will:

- Establish a regular meeting schedule. It is recommended that the steering committee meet every couple of months to fulfill their mandate.
- Identify local needs and priority target groups.
- Reviews who is best positioned to take on management roles and contribute to those decisions within in the **Recommitment Form & Annual Agreement** to NSCRD annually.
- Provide input into a community based NC&SRCP **Annual Program Plan**. Monitor and evaluate the progress of the Annual Program Plan and provide ongoing direction, support and intervention if required.
- Ensure the CSRC is adhering to the reporting requirements, purpose and objectives of the program.
- Approve the budget and expense of funds in accordance with the Annual Program Plan and community needs.
- Conduct a local **Annual Self Evaluation** of the NC&SRCP using the template provided by the NSCRD.
- Submit a **Steering Committee Activity Form** to the NSCRD after each Steering Committee engagement throughout the year.
- A Summer Program & Supervision Plan is recommended prior to the closure of school for summer holidays. Programming still happens over the summer months. Provisions may need to be made so that CSRCs continue to be supervised and have access to the school, equipment and program budgets all year long. Notify the NSCRD if there are any changes to lead individuals identified in the recommitment form.

Chair (Co-chair) 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.

Terms of Reference

Membership; Rationale; Scope; Meetings; Communication; Decision Making; Conflicts; Outcomes

It is up to the Chairperson working with the committee to determine membership, operation and structure of Steering Committee, including: dates, frequency and location of meetings. NSCRD recommends meeting at least once every two months to ensure adequate direction and support is provided to the CSRC.

At a minimum each meeting should include a review of the following: CSRC Program Report & Schedule; Annual Program Plan; Budget; Program Management and Administration; Community Interests; Upcoming Community Events. It is the Steering Committee Members role to provide input and feedback to all areas of the program based on their unique knowledge and understanding of their community.

Submission of the **Steering Committee Activity Form** to the NSCRD is required after each Steering Committee engagement throughout the year.

Recommitment/ Re-evaluation

At the end of each program year, communities will be notified whether they are eligible to continue in the program for the coming year or whether a **Re-evaluation** of their participation will occur. Re-evaluated sites will be notified of completion in the program based on specific concerns regarding the level of impact, accountability and/or capacity to host the program.

For sites invited to continue in the program, the opportunity to examine the program and respective responsibilities through completion of a **Recommitment Form & Annual Agreement** will occur. Steering Committee Members are to provide input into who is best positioned to take lead roles in the management of the program. The Chairperson works with the Employer and Supervisor to ensure the submission of the form to the NSCRD.

Annual Program Plan & Budget

It is the Steering Committees responsibility to identify and plan based on local needs, priority target groups and gaps in community based programs. This can be done through a variety of means, including: community input meetings, surveys, interagency, suggestion boxes, evaluation forms, local paper/newsleter, or word of mouth.





The Steering Committee is then required to provide input into a community-based **Annual Program Plan**. This becomes the CSRCs work plan and reflects the “road map” of what programs will be initiated over the upcoming year and their estimated financial requirements (budget). At each meeting, Steering Committees monitor and evaluate the progress of the plan and provide ongoing direction, support and intervention if required.

The **NC&SRCP Budget** is tied directly to and designed to reflect the financial requirements detailed in the Annual Program Plan. The Steering Committee approves the budget at the beginning of the year and then at each meeting monitors the actual spending that occurs and makes changes if necessary.

The Northern Sport, Culture and Recreation District can facilitate a **Program Planning Workshop** that will assist Steering Committees to develop their Annual Program Plans. The workshop is mandatory for all new program sites, and available upon request from all sites.

A **Summer Program & Supervision Plan** is recommended prior to the closure of school for summer holidays. Programming still happens over the summer months. Provisions may need to be made so that CSRCs continue to be supervised and have access to the school, equipment and program budgets all year long. Notify the NSCRD if there are any changes to lead individuals identified in the recommitment form.

Eligible Expense of Funds

The NC&SRCP Grant is designed to support, in order of priority:

1. Salary, Benefits, Remittance for a Community & School Recreation Coordinator
2. Training expenses required for attendance at mandatory training opportunities
3. Program and leadership related expenses

Making Budget Decisions

(A ‘yes’ answer to all of the below questions should determine an eligible expense):

The Steering Committee should have the discussion and decide if purchases fit within the program guidelines. It is important to ensure that the purchases are tied back to community needs and are linked to the Annual Program Plan.

Use the following questions to discuss and decide on program purchases throughout the year:

- Is the purchase linked to specific program in the annual plan?
- Is the purchase consumable? Will it be used up or have to be replaced as a result of a program?
- Does the purchase fit within the overall budget?
- Does the purchase fit within the expenditure guidelines of the NC&SRCP?

ELIGIBLE Expense Examples

- Sports equipment & supplies** – volleyballs, floor hockey sticks, skates, baseballs, gloves, etc.
- Recreation equipment & supplies** – fitness mats, fitness videos, board games, speed stack equipment, manuals/resource books, etc.
- Culture equipment & supplies** – art supplies, beads, leather, paddles, crafts, music, etc.
- Promotion of programs** – special event posters/brochures, radio ads, newspaper ads, etc.
- Instructors/ Community Leaders Fees & Travel** – music instructor, swimming instructor, sport development clinic instructors, fitness professionals, drama workshops, artists fees, cooks, elder teachings, officials & coaching clinic instructors, summer playground leaders, etc.
- Food** – program snacks, traditional feast, steering committee meeting, food preparation, expenses related to hunting/gathering of food for community based program, etc.
- In-town transportation** - expenses tied back to community based program delivery and participation in or in the near-vicinity of the community (ie: culture camps, neighboring community partnered activity).
- Out-of-town transportation for leadership, professional development or training opportunities** – mileage, accommodation and registration fees for CSRC, steering committee and/or community partners to attend (ie: NSCRD trainings, leadership conferences, certification clinics, sport-culture-recreation related workshops, Sask Sport, SPRA or SaskCulture Annual Conference)
- Entertainment fees and equipment rentals** – music bands, youth conferences, sound equipment rental for talent shows, DJ dances, etc.

INELIGIBLE Expense Examples

- Out of province travel or activities**
- Personal items** – uniforms, hats, etc.
- Membership fees**
- Prizes** – trophies, medals, plaques, gifts and cash awards.
- Alcohol**
- Steering Committee honorariums**
- Administrative equipment**– work space fixtures, office equipment, computer, telephone, etc.
- Administrative costs** – percentages (ie: 10% off the top), utilities, facility maintenance, office space rent, etc.
- Capital or Fixed Equipment** – volleyball poles, snowmobile, desk, signage, treadmill, etc.
- Wages & Benefits for CSRC** – paid for time spent during travel outside the community for non-community based or major events* (ie: chaperoning, concerts, team try-outs, school field trips, school-based** team games, etc.). *With the exception of leadership, professional development or training opportunities*





Hiring and Expectations of a CSRC

The following are guidelines for the role of the Community Steering Committee in the hiring process.

Recruiting: The Steering Committee must be given an opportunity to provide input on details of the advertisement, including qualities of a candidate that they would recommend for the CSRC position.

Interviewing: Interviews with applicants are to be conducted by the individuals outlined in the employer policies as they would for any other organizational position. It is recommended that representation from the Steering Committee be able to participate in the interviewing process, however, some employer policies may not allow for involvement in this step.

Discussion/ Decision: Prior to the offering of a position to any candidate, the results of the interviews are shared with the Steering Committee. Details relevant to the position of each candidate's interviews are to be presented. These details are shared on a confidential restricted basis. Discussion by the Steering Committee toward a consensus in making a decision to select the best candidate, as per the qualities identified in the recruiting state, would occur.

Offer of employment: Is made by either the principal or superintendent, based on the discussion and recommendation of the Steering Committee.

It is important for the Steering Committee to clearly communicate the expectations they have for the CSRC in all aspects of their position. The Supervisor plays a key role in aligning the expectations of the Steering Committee with the policies of the employer to provide clear and consistent messaging to the CSRC.

Reporting

CSRCs are required to provide reports to the Steering Committee at each meeting and in-between meetings if necessary. It is very important that the CSRC keeps daily records that reflect information on all persons who participate in programs associated with the NC&SRCP. **It is the collection of this data that provides the funding organizations with the information they require to ensure continued to support the Northern Community and School Recreation Coordinator Program.** Program records should include all sport, culture and recreation programs; training and leadership opportunities that the CSRC has been associated with including programs which the CSRC has played a part in organizing, supervising, participating, coordinating, delivering or supporting via the budget.

Training Opportunities

Typically, the NSCRD will host a minimum of three specific CSRC training events that are mandatory and a condition of funding for all CSRC's to attend. Steering Committee members are invited and encouraged to attend where possible. A strong support system increases understanding of roles and enhances partnerships for the benefit of all.

FALL ORIENTATION focuses on the basic elements of the program with two streams for new and experienced CSRCs. Supervisors attend with their CSRC for one day of the training.

ANNUAL CONFERENCE brings together provincial sport, culture & recreation organizations with northern recreation facilitators to encourage networking and sharing about potential programs and services.

SPRING TRAINING focuses on skill and leadership development opportunities for CSRCs.

In addition to mandatory training opportunities, CSRCs are strongly encouraged to attend **Area CSRC Meetings**; seek out alternative training and professional development opportunities; and become certified in HIGH FIVE® (details outlined in NC&SRCP Overview & Guidelines).

Steering Committees are also encouraged to consider the sponsorship of community leaders or volunteers to attend sport, culture and recreation education and training workshops or certification courses within the province. Particularly if the participant will return back to the community to undertake a leadership or volunteer role in program development.

Self Monitoring

The Steering Committee, as led by the Chairperson, is expected to function effectively and there are many tools and resources available to assist this group. The committee is responsible for conducting an **Annual Self Evaluation** of the NC&SRCP using the template provided by the NSCRD.

Tools & Templates

For more detail on the program it is recommended to review the current years **Program Overview and Guidelines** document. The **Steering Committee Toolkit** also provides a variety of tools and resources to assist committees to function effectively. All documents are available on our website at www.nscrd.com or contact your area Community Relations Coordinator for assistance.

