

Regional Leadership Council Terms of reference

Guiding Principles:

The Leadership Council represents the program expertise of Special Olympics Newfoundland and Labrador. Members participate in planning and development of the sport, competition and program development issues of the organization.

The Council operates in a cooperative and partnering manner, respecting the expertise, opinions and views of its members. Whenever possible Council uses a consensus decision-making approach, which includes sharing information and rationales, debating, discussing, consolidating and reaching collective agreement.

Responsibilities:

The Leadership Council is the link between community and regional programs and the Board of Directors of SONL and SONL's professional staff. The Board of Directors of SONL delegates to the Leadership Council, responsibility to consider and make recommendations on sport program matters affecting the clubs including but not necessarily limited to those noted below:

- Assist in the development and monitoring of the program component of Special Olympics Newfoundland and Labrador.
- Assist in the management of the organization's policies and make recommendations to the Board on policies required to successfully run the programs of Special Olympics Newfoundland and Labrador.
- Contribute to the development and implementation of new programs and/or program initiatives sanctioned by SOC and SONL.
- Contribute to the development, implementation and management of training programs and policies for coaches and volunteers.
- Contribute to the development, and implementation of competitions within Newfoundland and Labrador, but not limited to provincial games.
- Contribute to the policies and procedures regarding the selection and training of the provincial team the year prior to National Games.
- Contribute to the management of coach development. -omit
- Contribute to the development of policies regarding fiscally responsible management of finances within clubs.
- Implement the program targets of SONL's strategic and operational plans.
- Promote the growth and development of new clubs and additional sport programs within the province.
- Set the schedule of future games and competitions ensuring club sharing of hosting responsibilities.

- Encourage and assist host clubs to provide high quality competitions.

Accountability:

The Leadership Council, through its Chair, is accountable to the Board of Directors of SONL and all its decisions and recommendations require Board ratification. The Board of Directors has the authority for actions of the Leadership Council and the capacity to overturn decisions of the Council. Actions of the Council will be reported and ratified at all regular meetings of the Board of Directors.

PLEASE NOTE: Regional Coordinators (members of the Regional Leadership Council) are responsible to the members of their clubs.

Composition:

The Leadership Council will be comprised of:

- 2 representatives from each accredited club:
 - The Club Coordinator or President
 - The Program Director or the person who is organizing the club's sport programs.
- If one of the above club representatives is unable to attend, an alternate may be designated. These alternates must be prepared to speak on behalf of their respective clubs and have the authority to vote on behalf of those clubs.
- Additional individuals in leadership roles (committee members or coaches) from local clubs who wish to gain knowledge in the role of the RLC. These attendees must be funded by their home clubs.

Executive Positions

- Chair
- Vice Chair
- Secretary

The Council will elect a Chair, Vice-Chair and Secretary.

A call for nominations to Executive positions will be sent out 2 weeks prior to the Spring RCL meetings with a closing date one week prior to the meeting.

If no suitable candidates from the current members of RLC are prepared to fill the executive roles, past Club Coordinators or Program Coordinators may be nominated, invited to attend and stand for election.

The elected executive will step down from their club role on the council (the club in question will still have costs covered for two individuals in addition to the executive).

From time to time, the Leadership Council will hear presentations on critical issues or concerns from Clubs, interested parties or expert groups in an open forum format. On such occasions, the Chair may invite all individuals in attendance to participate in these open forum discussions and debates.

Meetings and Records:

Finances permitting, the Leadership Council will meet face to face a minimum twice a year. (Traditionally one meeting is held in the fall of the year and one in the spring). One of the two (2) in-person meetings will coincide with the SONL Annual General Meeting.

The Council can also meet from time to time as required via teleconference on matters of a critical nature requiring immediate attention and action. Decisions taken during teleconference will be equally binding as if the members met in person.

Meeting agendas and supporting background information will be distributed to all Council members a minimum of one week prior to meetings. Minutes of all meetings, reports and other outcomes will be sent to the RLC members.

(Quorum): A meeting will proceed with a minimum of 50%-plus-one of clubs in attendance. In the event of an uneven number of clubs, the meeting will proceed with a minimum of 50%-plus-0.5 of clubs in attendance.

Voting:

Council may be required to vote on some issues that cannot be resolved through consensus. In such situations, each club will have one equal vote. Motions will pass with a vote of 50%-plus-one. Motions will be lost on a tie vote. Proxy votes will not be permitted but voting via fax, email and/or teleconference connection is permitted.

Terms of Office:

(Representatives: It is up to clubs to elect representatives to the leadership council. Terms will be subject to club bylaws.

(Executive: All executive members will serve a two year term, for a maximum of 2 terms.

Staggered terms: To maintain continuity and avoid replacement of the total executive at any one time, the positions of Chair and Vice Chair will be elected at the Spring meeting in even years. The position of Secretary will be elected at the Spring meeting in the odd years. Terms will commence September 1st.

Job Descriptions:

RLC Chairperson:

- 1) Act as a liason between the RLC and provincial office.
- 2) To sit on the Board of Directors of SONL and attend all Board meetings as a representative of the RLC.
- 3) To work with SONL to set the agenda for RLC meetings.
- 4) To chair RLC meetings.

RLC Vice Chairperson:

- 1) To undertake the duties and responsibilities of the Chair should he/she be unavailable.
- 2) To assist the Chairperson whenever or where ever required.

RLC Secretary:

- 1) To take minutes at all RLC meetings and forward to SONL provincial office for distribution as soon as possible.