

## **SPECIAL OLYMPICS BC POLICY MANUAL**

Section: **ADMINISTRATION**  
Policy: **Leadership Council Terms of Reference**  
Effective Date: August 1989  
Revised: September 2020  
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The Leadership Council (“Council”) represents the program expertise of Special Olympics BC. Members participate in the planning and development of the sport, competition, and program development of the organization.

The Leadership Council operates in a cooperative and partnering manner, respecting the expertise, opinions and views of its members. Whenever possible, the Leadership 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 volunteer link between community and regional programs, and the Special Olympics BC Board of Directors. The Special Olympics BC Board of Directors delegates to the Leadership Council responsibility to consider and make recommendations on sport program matters affecting the Locals, including but not necessarily limited to those noted below:

- Regular review of the program component of the strategic plan for Special Olympics BC and to make recommendations on future directions within the strategic plan.
- Manage the policies of the organization and make recommendations to the Board on policies required to successfully run the programs of Special Olympics BC.
- Oversee the development and implementation of new programs and/or program initiatives.
- Oversee the conduct of Regional Qualifier competitions.
- Oversee the selection and development of Team BC athletes, coaches, and volunteers.
- Oversee the development, implementation and management of leadership and volunteer training programs and policy.
- Assist in the development of resources required by the Locals.
- Oversee the regionalization program of SOBC.

### **ACCOUNTABILITY**

The Leadership Council, through its Chair, is accountable to the Special Olympics BC Board of Directors and all its decisions and recommendations require Board ratification. The Board of Directors has the authority to reject or ratify decisions and recommendations of the Leadership Council at the Board’s discretion. Actions of the Leadership Council will be reported and ratified at all regular meetings of the Board of Directors.

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**PLEASE NOTE:** Regional Coordinators (members of the Leadership Council) are responsible to the members of the Locals in their Region (see Regional Coordinators Job Description).

### **COMPOSITION**

The Leadership Council will be made up of:

- Eight Regional Coordinators who are elected by the Local Coordinators in their Region
- Up to seven individuals appointed by the Special Olympics BC Board of Directors
- A Chairperson

If a regional coordinator is elected Chair of the council. The person must step down as a Regional Coordinator, and the Region must find a new Regional Coordinator.

### **TERMS OF OFFICE: REGIONAL COORDINATOR**

A Regional Coordinator is elected for a two-year term. Once elected, the Regional Coordinator sits on the Leadership Council as their regions representative. A Regional Coordinator must resign from the Leadership Council once they cease to be a Regional Coordinator. Regional Coordinators are eligible for re-election or appointment up to a maximum of five (5) consecutive two year terms. Regional Coordinators may serve additional two (2) year terms to the five (5) consecutive terms with the approval of the Board of Directors.

If a regional coordinator is elected Chair of the council. The person must step down as a Regional Coordinator, and the Region must find a new Regional Coordinator.

In addition to serving on the Leadership Council, as per the description of the responsibilities for Regional Coordinators found in the Regional Coordinators Job Description policy. Regional Coordinators are still responsible to the members of their Locals in their Region.

### **TERMS OF OFFICE: APPOINTED MEMBERS**

The Leadership Council and the staff may determine that specific skills are required to allow the Council to better perform their duties. They can propose individuals to the Board of Directors for appointment. The athlete appointed to the SOBC Board of Directors will automatically be appointed to the Leadership Council through their Board term. Members appointed by the Board of Directors shall serve for a two (2) year term that is eligible for renewal to a maximum of five (5) consecutive two (2) year terms. Appointed members may serve additional two (2) year terms to the five (5) consecutive terms with the approval of the Board of Directors.

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### **REMOVAL FROM LEADERSHIP COUNCIL**

A recommendation to remove a Leadership Council member may be made if two-thirds of Leadership Council members eligible to vote approve such a motion. The recommendation to remove a Leadership Council member, with background information and rationale, will then be forwarded to the Board of Directors for final decision. If the Leadership Council member being removed is a Regional Coordinator, the Board of Directors will determine the status of that individual as a Regional Coordinator.

Appointed members may be removed, or their appointment rescinded, on the Board of Directors own motion without a recommendation from the Leadership Council

### **MEETINGS AND RECORDS**

Finances permitting, the Leadership Council will meet two times per year in person. The Leadership Council can also meet from time to time as required virtually on matters of a critical nature requiring immediate attention and action. Decisions made during virtual meetings will be equally binding as if the members met in person. A quorum of seven (7) members is required for any meeting. Meeting agendas and supporting background information will be distributed to all Leadership Council members well in advance of meetings. Minutes of all meetings, reports, and other outcomes will be sent to the Local Committees.

From time to time, the Leadership Council will hear presentations on critical issues or concerns from Locals, 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.

### **VOTING**

Council may be required to vote on some issues that cannot be resolved through consensus. In such situations, all Council members, including the Chair will have one equal vote. Motions will be lost on a tie vote. Proxy votes will not be permitted but voting via fax, e-mail and/or teleconference connection is permitted.

### **ELECTION OF CHAIRPERSON**

The "Council" will elect a Chair, who will have a position on the Special Olympics BC Board of Directors, and who will be responsible for providing the Board with proposed policies, as developed by the "Council".

The election of the "Council" Chair will occur once every two years. The date and location for the election of the Chair will be determined by the members of the "Council". The Chair will be elected from among those individuals comprising the "Council", and only those who make up the "Council"

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will have the opportunity to vote.

### **Nomination**

Only “Council” members can nominate another “Council” member or themselves for the Chair position. Any member of the “Council”, whether appointed by the Board of Directors, or elected Regional Representatives, may be nominated for the Chair position.

Nominations for the Chair position must be made 30 days prior to the election date in an email to the entire “Council.” Only those individuals who allow their name to stand for the Chair position will be brought forward.

The nominees will present to the “Council” their interest and reasons for wanting to assume the Chair position, and the leadership qualities and characteristics that they would bring. Should there be a tie vote between those individuals who have allowed their names to stand for the Chair position; a re-vote will occur until such time that there is a majority vote for one of the nominees.

### **Terms of Office**

The Chairperson shall serve a two (2) year term and is eligible for re-election up to a maximum of five (5) consecutive two (2) year terms. The Chair may serve additional two (2) year terms to the five (5) consecutive terms with the approval of the Board of Directors.