



SASKATOON DIVING CLUB

Sub-Committee Policy

Definitions

1. The following terms have these meanings in this Policy:
 - a. "Association" – **SASKATOON DIVING CLUB**

Purpose

2. To ensure that all sub-committees developed by the Board of Directors ("Board") are accountable to the Board.

Application of this Policy

3. Whenever a subcommittee is developed by the Board

Responsibility of Board Committees & Sub-Committees

4. The Board shall strike committees to assist in the smooth running of the association by providing appropriate policies, procedures and functions of the Board's approval and adoption.
5. Each committee shall consist of Board members and may include members of the membership, and may, or may not, have a Board member as its chairperson.
6. At a minimum, each committee with have one board member and two additional persons.
7. Every committee must have a Chairperson.

Committee Chairperson Responsibilities

8. Represents their committee to the Board and submits regular reports about the progress of the committee to the Board.
9. Recruits a team of members (board members, parents, staff and other community members).
10. Schedules regular meetings. At a minimum 3 per diving season.
11. Formulates agendas; organizes; keeps track of and participates in projects.
12. Ensures minutes are taken at each meeting and distributed to the board.

Finance Committee

13. Has the Treasurer as a member and often will be the chairperson.
14. Has President and Club Administrator as member.
15. Makes recommendations to the board about financial policy.
16. Analyzes revenues and expenditures.
17. Sources and procures grant possibilities as a source of funds for the club.
18. Investigates and recommends methods of financing and presents financial options/sources of funds,
19. Ensures adequate financial records are maintained and kept current.
20. Prepares and reviews wage, salary and benefit structures.



SASKATOON DIVING CLUB

Sub-Committee Policy

21. Arranges for annual audit or financial review.

Human Resource Committee

22. Has President as member and chairperson

23. Prepares and reviews personnel policies, job descriptions and hiring practices.

24. Maintains updated personnel policies and procedures manual.

25. Consults with the Head Coach in the formulation of job descriptions, staff evaluation and application forms.

26. Supports Head Coach in creation of plans for staff hiring, training, education and development.

27. Completes Head Coach performance evaluation and reviews opportunity for advancement.

28. Reviews annual performance reviews (completed by head coach) supporting coaching staff.

29. Reviews requests from supporting staff coaching advancement opportunities.

30. Recommends for Board approval, policies and procedures regarding salaries & salary increments, benefits, bonus plans, hours and working conditions that encourage the employment and retention of qualified staff and that foster a high moral and quality of service.

31. Ensures adequate personnel records are kept in a confidential manner.

32. Reviews Recruitment Team or Head Coach recommendations for coach hiring.

33. Is available for consultation with the President and Head Coach on all staff issues.

34. Responsible for farewell/ holiday, annual bonus and other gifts to staff and Board in accord with established policy.

35. One member of the committee is designated liaison between the Board, the Head Coach, and the staff.

Fundraising Committee Responsibilities

36. Makes proposals to the Board regarding fundraising projects, usually on an annual basis. i.e. prepare an annual plan for fundraising events.

37. Plans fundraising projects.

38. Submits a proposal for fundraising including costs to the Board in advance of execution.

39. Leads or recruits volunteers to assist in fundraising projects.

40. Evaluates completed fundraising projects for future possibilities.

41. Polls members about what fundraising activities they will support (gives them choices as per Board's instructions)

42. Operates in line with Fundraising Policy (separate document)

Occupational Health & Safety (OHS) Committee Responsibilities

43. Has President and Head Coach as members

44. Recommends for Board approval, policies regarding health and safety for the staff following the Saskatchewan Occupational Health and Safety Regulations, 1996.



SASKATOON DIVING CLUB

Sub-Committee Policy

- ~~45. Ensures suitable health and medical records are kept for children and staff.~~
- ~~46. Prepares and submits articles relating to health, safety and programs for email distribution to staff and membership.~~
- ~~47. Maintains liaison between staff, parents, and resource people on matters relating to health, safety and social services.~~
- ~~48. Acts as the liaison with the facility management, reporting back to the Board.~~

Marketing & Advertising Committee

- 49. Develops a plan for the Association to make itself known in the community.
- 50. Submits a proposal for advertising including costs for the upcoming year to the Finance Committee in the Spring.
- 51. Works with the Head Coach on a regular basis for social media posts and communication strategy to align with upcoming events and accomplishments by the divers.
- 52. Assists in writing information letters for external/ corporate sponsorship or donations with input from other committees as required.

Nomination Committee

- 53. Has the Vice President as a member and chairperson.
- 54. Asks members and non-members to stand for election to the Board.
- 55. Presents a slate of potential board members for election or appointment at the annual general meeting.

Social Committee

- 56. Responsible to organize social events for the membership
- 57. Submits proposal for social events including costs for the upcoming year to the Finance Committee in the Spring.