

	Title	Committees Policy
	Policy #	Administrative – 3.8
	Draft Date	November 1, 2021
	Approved Date	January 21, 2022
	Revised Date	
	Owned By	Executive Committee

1.0 OVERVIEW

This policy will govern the procedures to follow for all the standing and ad hoc committees of Airdrie Minor Hockey (AMHA), except to the extent pre-empted by the AMHA Bylaws.

2.0 POLICY

- 2.1 All committees within AMHA will be Chaired by the applicable Coordinator that was either voted in at the most recent Annual General Meeting (AGM) or appointed by the Executive Committee (EC).
- 2.2 The Committee Chair is the leader of the committee. As leader, the Chair is responsible to guide the committee in its work as outlined by the committee's Terms of Reference (ToR) and as directed by the EC.
- 2.3 The committee has the authority to make decisions with respect to items outlined in their ToR and for any decision outside of those they will refer to the EC.
- 2.4 The committee Chair will facilitate all committee meetings and report any updates to the EC monthly.
- 2.5 The committee Chair is the primary communication link with AMHA staff concerning the activities of the committee.

3.0 PROCESS

- 3.1 All Committees will appoint members to specific roles each year after the AGM.
- 3.2 These members will be accountable to the Chair of the applicable committee.
- 3.3 Each season the committee will need to set/review their ToR and set goals for the season. This document will be shared with the EC and AMHA staff.
- 3.4 Every committee within AMHA will have an Executive member either on the committee or attached to the committee for support and direction.
- 3.5 The Terms of reference should contain the committees:
 - purpose
 - what positions will be included in the committee
 - if they have a budget or if all spending needs to be approved by the EC first
 - number of votes to make a decision to recommend to the EC for approval
 - etc.