



**APPENDIX 25-17**

**TERMS OF REFERENCE – LC MINTO CUP COMMITTEE**

Name	<b>Minto Cup Committee</b>
Mandate	The Minto Cup Committee is a standing committee of Lacrosse Canada. Its role is to assist the Board of the Canadian Lacrosse Association in providing direction on and in fulfilling the multi-party contractual obligations and in renewing contract terms related to the Junior A Box National Championship, the Minto Cup.
Key Duties	<p>The Committee will perform the following key duties:</p> <ul style="list-style-type: none"><li>• Initiate and manage the renewal and terms of the Minto Cup agreement.</li><li>• Advise the Board of the Canadian Lacrosse Association of all new contractual obligations or changes to the existing Minto Cup agreement.</li><li>• Ensure all terms of the Minto Cup agreement are carried out accordingly.</li></ul> <p>The Committee will have the authority to conduct meetings as per the Minto Cup agreement, which presently include one meeting on the Thursday prior to the SAM and one meeting at the Minto Cup.</p>
Authority	The Committee is a limited agent of the Board in relation to all matters related to the Minto Cup and is an active advisor to the Board on all matters related to Canadian Junior A Lacrosse and the Junior A National Championship. The Board of Directors in discussion with the Committee may establish sub-committees or Task Forces to deal with specific issues in relation to the mandate of the Committee.
Composition	<p>The Committee will be composed of the LC President, Director National Championships, Director Administration, Box Sector Chair, ALA president or Designate and League Commissioner, BCLA President or Designate and League Commissioner, OLA President or Designate and League Commissioner and LC Communications and Marketing Coordinator or staff designate. The LC Box Sector Chair will act as Chair of the Minto Cup Committee.</p> <p>Members of the Committee will serve terms for the length of each Minto Cup agreement and will continue to serve terms for as long the structures carries over during renewal periods.</p>
Meetings	<p>The Chair of the Committee will be the LC's Box Sector Chair. The LC Communications and Marketing Coordinator or staff designate will normally attend meetings of the Committee, for information purposes and to record Committee discussion. The Committee will meet by telephone or in person, as required and as per the Minto Cup agreement. Meetings will be at the call of the Chair.</p> <p>Minutes shall be kept and provided to the LC Executive Director within 30 days of the meeting, who then shall distribute them as appropriate.</p>
Resources	The Committee shall request any necessary resources from the Canadian Lacrosse Association Board which will determine approval of such requests. The Committee shall receive administrative support from the LC Events and Communications Coordinator or staff designate.



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Reporting	<p>The Committee will report through the LC Box Sector Chair to the Board at the AM and SAM in writing.</p> <p>The Chair will approve the minutes by 30 days after a meeting which will then be distributed by the LC office to each MA President and MA ED who will then be responsible to forward them to their Sector/Committee representative(s) as applicable. Comments and feedback from the Sector or Committee members must be provided within 2 weeks of receipt by the MA. If there are comments or discussion, the Chair may chose to edit and resubmit an updated copy of the minutes for the final approval process. An email or e-room vote will be activated with a mover, seconder and a call for voting within a week of the motion. A non-response to the call for votes will be considered as "approved". A simple majority will allow for the minutes to be considered approved and in effect. Minutes will be posted to the E-Room accessible to the Sector members, BOD, and Member Council following their approval.</p>
Approval	<p>These Terms of Reference were approved by the Board of Directors of the Canadian Lacrosse Association on June 2, 2012.</p>
Review	<p>The Committee will review these terms of reference on an annual basis and will make recommendations to the Board on any revisions at the SAM, if warranted.</p>