



**APPENDIX 25-23**  
**TERMS OF REFERENCE - MEMBER COUNCIL**

Name	<b>Member Council</b>
Mandate	<p>The Member Council is a committee of Lacrosse Canada (LC), duly constituted under its bylaws. The Council is responsible for maintaining effective communication between and among Member Associations and LC, and for advising the Board, Sectors and committees of LC on matters of importance to the development of the sport of lacrosse at the local and provincial/territorial level.</p>
Key Duties	<p>The Member Council will perform the following key duties:</p> <ul style="list-style-type: none"><li>• Every year, Nominate 2 individuals of its choosing for election by the members as Directors at Large on the LC Board (4 Directors at Large sit on the Board, however 2 Directors at Large are up for election each year at the end of their alternating term). Of the 2 nominations, one must be from a “large” MA and one from a “small” MA.</li><li>• Appoint 2 individuals of its choosing to the LC Nominating Committee.</li><li>• Identify suitable candidates for various committees of LC for appointment by the LC Board.</li><li>• Review recommendations of CLA operating committees and advise the Board and staff on operational implications at the local and provincial level.</li><li>• Upon request, provide input on technical matters, including policies, rules and regulations proposed by Sectors.</li><li>• Exchange information and best practices, relay information from the LC Board or committees, and collaborate on inter-member matters.</li><li>• Provide organized input into plans, policies and programs of LC and, in particular, engage fully in the development of LC strategic plans in accordance with LC’s process and timetable.</li><li>• Assist with the coordination and implementation of LC plans, programs and policies within Member Associations.</li><li>• Identify Member Association, league, club or other stakeholder issues that should be brought to the attention of LC Board, Sectors, LC committees or staff.</li><li>• Carry out such additional duties as may be agreed to by LC Board and Member Council from time to time.</li></ul> <p>Individual members of the Member Council are expected to maintain regular communications with their respective Member Association.</p>
Authority	<p>The Member Council is an advisory body and its decisions and recommendations are not binding upon any Member Association or upon LC.</p> <p>The Member Council has authority to carry out its own initiatives to advance its mandate of improving communication and information exchange among Member Associations, provided these initiatives incur no extra expense to LC without prior approval of LC Board.</p>
Composition	<p>The Member Council will be composed of 1 representative appointed by each Member Association. Each Member Association will have the discretion to determine the method of appointment of its representative, and the term to be served. A Member Association may change or remove its representative from the Member Council at any time. Each Member Association will notify LC in writing of the appointment of its representative and of any change of representative.</p> <p>The Council will appoint one Member Association Executive Director to also serve on the</p>

	<p>Member Council in a non-voting role.</p> <p>Representatives to be appointed to the Member Council must be: in an employment or volunteer role within their Member Association, knowledgeable about Member Association governance and policy issues, responsive to requests for written input, and available to participate in Member Council meetings.</p> <p>The Member Council will be chaired by a Director at Large, appointed by LC Board. LC Executive Director, or a designate, will participate in all meetings of the Member Council but will have no vote.</p>
Meetings	Each Member Association will exercise one vote at meetings of the Member Council. At its meetings, the Member Council may authorize the attendance of staff support from Member Associations. The Member Council will meet at least twice per year in person, and may meet more frequently by means of telephone conference. Meetings will be at the call of the Chair, who will ensure that a meeting is held in the three-week period before a CLA Board meeting so that the Chair may provide input to the Board on Member Council activities and issues.
Resources	The Member Council will be allocated an annual budget by the LC Board which will include the cost of direct administrative support from LC staff. Travel arrangements for any meetings will be arranged exclusively by LC staff in accordance with LC policy.
Reporting	The Member Council will maintain minutes of its meetings and will submit its minutes to LC Board and the National Office on a timely basis. The Member Council will report to the membership, in writing, at each meeting of the Members.
Approval and Review	These Terms of Reference were prepared by the Planning and Governance Committee and were approved by LC Board on November 15, 2013. The Board will review these Terms of Reference on a regular basis, with input from the Member Council as required and may make changes, provided these Terms of Reference remain consistent with the mandate and powers of the Member Council as stated in the Bylaws.
Other	Any provisions of LC's Bylaws as they relate to the Member Council will also apply.