



**APPENDIX 25-28**

**TERMS OF REFERENCE**  
**LC LACROSSE FITS COMMITTEE**

Name	<b>Lacrosse FITS Committee</b>
Mandate	The Lacrosse FITS Committee is a committee of Lacrosse Canada (LC). Its role is to assist the Board of the LC in fulfilling its strategic priority and responsibility to ensure grass roots development, education on the history of lacrosse and promotion of the participation in the sport of lacrosse to all elementary-aged children in Canada.
Key Duties	<p>The committee will perform the following key duties:</p> <ul style="list-style-type: none"><li>• Advise the Board of the LC of activities, opportunities, programming and events that further the Association's strategic priorities as they pertain to development and participation.</li><li>• Develop strategic partnerships with other organizations, such as sports with similar grass roots programs.</li><li>• Ensure that funding applications are submitted to partner organizations (i.e. Sport Canada) on an annual basis.</li><li>• Develop annual strategic priorities, based on funding levels for that fiscal year, which meet funding requirements and parallel the LC strategic plan.</li><li>• Ensure that all written material and equipment is current, safe and readily available upon request.</li><li>• Maintain a communication strategy and plan that leverages the program for all stakeholders.</li><li>• Such additional duties as required may be delegated to the Committee by the Board from time to time.</li></ul> <p>The Committee will have the authority to conduct meetings and to retain strategic partnerships with the approval of the Board of Directors and upon approved and allocated budgetary expense of the LC.</p>
Authority	<p>The Committee is a limited agent of the Board in relation to grass roots development and is an active advisor to the Board on all matters related to programming, resources and events. The Committee, with the approval of the Director of Domestic Development, may establish sub-committees or Task Forces to deal with specific issues in relation to the mandate of the Committee.</p> <p>The Committee is bound by the LC Operations Manual, included but not limited to the Code of Conduct and Conflict of Interest policies.</p>
Composition	<p>The Committee will be composed of the following members.</p> <ul style="list-style-type: none"><li>• One (1) Lacrosse FITS Committee Chair (appointed bi-annually in even numbered years by the LC Director Domestic Development)</li><li>• One (1) History Chair (appointed bi-annually in odd numbered years by the LC Director Domestic Development and Committee Chair)</li><li>• One (1) Indigenous (IN) Representatives (appointed in-annually in even numbered years by the Chair and Director of Domestic Development)</li><li>• Up to two (2) interested LC members (recommended by the committee Chair and approved bi-annually in odd numbered years by the LC Director of Domestic Development)</li></ul>

	<ul style="list-style-type: none"> <li>• LC Program Coordinator</li> <li>• LC Director Domestic Development (<i>ex officio</i>)</li> </ul>
Intellectual Property	All documentation, videos, programs and literature created or written by any member of the Committee past or present remains the sole property of the Canadian Lacrosse Association and may not be copied, distributed, or used without prior consent of the LC. Committee members are not entitled to any royalties or honorarium past, present or future.
Financial Authority	<p>Any expenses contemplated by the Committee are subject to pre-approval by the LC Program Coordinator. Any expenses exceeding \$5,000 will be subject to pre-approval of the LC Executive Director.</p> <p>The Committee may not enter into any binding agreement, financial or otherwise, with any third party, on behalf of the Committee or the LC, without the necessary approvals as outlined in the LC Operations Manual.</p>
Meetings	<p>The LC Program Coordinator will normally attend meetings of the Committee for reciprocal information purposes and to record Committee discussion. The Committee will meet by telephone or in person, as required and as per allocated Board approved funding should it exist. Meetings may be called at the discretion of the co-chairs in conjunction with the LC Program Coordinator. The LC reserves the right to call a meeting of the committee as it deems necessary.</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 LC Board which will determine approval of such requests. The Committee shall receive administrative support from the LC Program Coordinator.
Reporting	The Committee will report through the Committee co-chairs to the Board at the AGM & SAGM in writing. The LC Program Coordinator & Director Domestic Development will be responsible for presenting reports and responding to any questions arising from the report.
Approval	These terms of reference were drafted in November 2013 and approved by the LC Executive Committee on an interim basis, with final approval by the Board of Directors at the 2014 SAGM.
Review	The Committee and/or LC Board of Directors will review these terms of reference on an annual basis and will make recommendations to the Board on any revisions at the AM, if warranted.