



Date Approved:  
04-Mar-2023

## **Staff Committee – Terms of Reference**

### **Purpose:**

- a) To manage EUPA staff operations, and to ensure fluid communication and allocation of time between EUPA's various committees and the Organization's staff members
- b) To make staffing recommendations to the EUPA Board of Directors.

### **Responsibilities:**

The responsibilities of the Committee include, but are not limited to those listed below:

- Propose an annual budget for Committee activities. The budget submission is due no later than September 15th of each year.
- Upon approval of the annual budget, provide the EUPA Board with a detailed breakdown of the Committee's financial activities.
- Support the Executive Director to track staff time and ensure it is reasonable and meets the needs of the organization.
- Support the Executive Director to track staff tasks and ensure they are completed in a timely manner.
- Work with the various committees to allocate staff time and resources, as required.
- Address Board and Committee concerns relating to staff.
- Support staff and address any concerns they may have about the organization or its operations
- Curate hiring proposals for board approval and join with the Executive Committee to interview and recommend candidates to the board.
- Support Executive Director to post and manage EUPA job opportunities.

### **Resources:**

The EUPA Board of Directors in the EUPA yearly budget may allocate funds to the Committee.

All requests for use of EUPA equipment required for specific projects, programs or general Committee operations, should be presented to the EUPA Administrator for review and coordination of delivery.

Any new procurements outside of existing EUPA/Committee Resources (i.e. allocated budget) shall be brought to the EUPA Board for approval.

The Committee may require volunteers for its operations. EUPA will assist with finding volunteers from their general membership and other volunteer resources.

The Committee may engage contractors on an as needed basis, as long as the expenditure is part of the Committee's budgetary process.

**Composition:**

The Committee will consist of a minimum of three (3) and a maximum of five (5) Members. At least two Committee Members must be current EUPA Board Members, and at least one of those two must be a member of the Executive Committee.

Committee Chair:

- The Committee Chair will be nominated by the Committee and approved by the EUPA Board of Directors, and will act as a representative of the Committee. The standard appointment will be for a one year term.
- The Committee Chair may hold the position for consecutive terms, but must be approved by vote annually at the March meeting of the Board of Directors.

Committee Members at Large:

- Any EUPA Member may join the Committee, subject to Committee maximums.
- The term of office will be a minimum of 6 months with no maximum.
- All Committee Members must be members of good standing with EUPA.

IT Administrator:

- The IT representative will be nominated by the Committee from amongst EUPA Members and approved by the EUPA Board of Directors. If no one suitable is found within membership, EUPA may re-assign the task to an existing staff member or, subject to board approval, hire an external contractor.
- The volunteer term of office will be one year.
- The IT representative may hold the position for consecutive terms, but must be approved by vote annually at the March meeting of the Board of Directors.
- This is a non-voting position and does not count towards committee minimums or maximums
- If no IT Administrator, role to be fulfilled by the Executive Director.

Ambassador Representative:

- The Ambassador representative will be nominated by the Committee from amongst EUPA Members and approved by the EUPA Board of Directors.
- The term of office will be one year.
- The Ambassador representative may hold the position for consecutive terms, but must be approved by vote annually at the March meeting of the Board of Directors.
- Work with the Programming Committee to provide Ambassadors as needed.
- This is a non-voting position and does not count towards committee minimums or maximums

Spirit Representative:

- The Spirit Representative will be nominated by the Committee from amongst EUPA Members and approved by the EUPA Board of Directors.
- The term of office will be one year.

- The Spirit Representative may hold the position for consecutive terms, but must be approved by vote annually at the March meeting of the Board of Directors.
- This is a non-voting position and does not count towards committee minimums or maximums
- If no Spirit Representative, role to be fulfilled by the Executive Director.

### **Committee Roles:**

#### Committee Chair:

- Report to the EUPA Board of Directors on Committee work.
- Schedule and chair all meetings.
- Provide leadership and direction to the Committee, and ensure the Committee is kept on track for all goals they have set for themselves.
- Monitor Committee funds, as allocated by the EUPA Board of Directors.
- Monitor and respond to Committee emails ([staff@eupa.ca](mailto:staff@eupa.ca)) in a timely manner.
- The Committee Chair should also perform the same duties as Members at Large.

#### Members at Large:

- Significantly contribute to the planning and execution of all Committee initiatives.
- Stay up to date on progress of all Committee work
- It is required that each Committee Member attend scheduled Committee meetings to the best of their ability.
- Monitor and evaluate staff performance.

#### IT Administrator:

- Will report to the Committee and will escalate issues to the EUPA Board as required.
- Manage EUPA's IT infrastructure.
- Monitor and respond to emails ([techsupport@eupa.ca](mailto:techsupport@eupa.ca)) in a timely manner.

#### Ambassador Representative:

- Will report to the Committee and will escalate issues to the EUPA Board as required.
- Manage EUPA's Ambassador program
- Monitor and respond to emails ([ambassador@eupa.ca](mailto:ambassador@eupa.ca)) in a timely manner.

#### Spirit Representative:

- Address Spirit and rule related issues for leagues, events, clinics and pickup.
- Address Spirit and rule related issues for tournaments only when present at a tournament acting as EUPA's Spirit Representative, otherwise the Tournament Director will address.
- Will report spirit issues requiring a resolution to the Executive Director to create a plan to follow up and decide if to escalate the issue using the organizational chart as required.
- Monitor and respond to emails ([spirit@eupa.ca](mailto:spirit@eupa.ca)) in a timely manner.
- Support EUPA Administrator with spirit complaints and follow-up as required.
- Monitor patterns of spirit and rule related issues to report to the Executive Director.

- Confidentially and professionally handle spirit issues in a timely and courteous manner.

**Voting:**

All Committee decisions must be made collaboratively and follow the framework of EUPA's Rules of Order. Each Committee Member is afforded one vote, unless they are in a position that is specifically categorized as non-voting. In the case of a tie, the Committee Chair will cast a second vote. Minimum Committee size will be required for quorum (refer to 'Composition' section).

**Resignation and Removal:**

Written notice is to be given to the Committee Chair if a Member at Large wishes to leave the Committee. If the Committee Chair wishes to leave the role/Committee, written notice or mention at a Committee meeting must be given to all Committee Members and to the EUPA Board. A member of the Committee who does not attend three consecutive meetings, and gives no explanation as to why they were not present, is considered to have resigned.

The voting Members of the Committee may, by a resolution passed by a majority of not less than two-thirds (2/3rds) of the votes of such Members at a meeting called for such a purpose, remove any Member, including the Committee Chair, before the expiration of their period of membership. Notice of such removal shall be provided to the Board.

**Meetings:**

Meetings will take place as required, with a minimum of once per quarter.

Committee Members will be provided with a minimum of one week's notice before all meetings. Circumstances permitting, meetings will take place in person; attendance via electronic methods will also be accepted.

The meeting agenda will be prepared by the Committee Chair and shared with all Committee Members through Google Docs or email at least 3 business days prior to the meeting.

Additional Committee discussions, outside of meetings, may occur through email, or other online communication (e.g. Slack). Committee decisions, outside of meetings, shall be completed according to the details outlined under the section 'Voting' and documented through email, saved to the google drive or added as an agenda item at the next Committee meeting, to ensure all Committee Members are kept up to date with Committee work and discussion.

**Records and Reporting:**

The Committee meeting minutes will be recorded by a Member of the Committee and will be saved in the Meeting Minutes folder on the Google Drive, available to all Committee Members and EUPA staff following the meeting through Google Docs.

The Committee Chair or a designated representative of the Committee will provide a report to the Board at the EUPA board meetings.

**Related policies / Bylaws:**

The Committee will ensure all goals and work are aligned with EUPA's Strategic Plan with a specific focus on managing staff operations.

**Review:** The Committee's Terms of Reference will be reviewed by the Committee and approved by the Board annually at the March meeting of the Board of Directors. **Next review: February 28, 2024.**