

July 25, 2023

TERMS OF REFERENCE

- NAME:** OPERATIONS COUNCIL (“Council”)
Operational Committee reporting to the WPC Chief Executive Officer
- TERM:** Ongoing (Except for Board representative who will be appointed each fall)
- MANDATE:** To provide a forum for the discussion of Provincial Sport Organizations (PSO) perspectives and priorities during the development of domestic Water Polo Canada (WPC) programs and initiatives that involve Member PSOs or have the potential to impact the operations of Member PSOs.
- KEY DUTIES:** The role of the Operations Council is to help inform the WPC Operations Staff on how programs or services affect the PSOs and to communicate information from the NSO to the clubs they have as members.
- To provide WPC staff with input during the development and review of operational policies.
 - To provide the WPC staff with feedback to aid the implementation of domestic programs and initiatives.
 - To help identify gaps in domestic programming, initiatives or operational policies, and to collaborate with WPC staff to find solutions.
- AUTHORITY:** The Operations Council is an advisory group for WPC and holds no authority to bind the Corporation. At all times WPC will work with the PSOs to implement plans and ideas that are beneficial to all but may in some circumstances take a leading role and implement an idea or plan that does not meet the expectations of a minority of the PSOs.
- COMPOSITION:** The Council will be comprised of the following:
- Chief Executive Officer will act as Chair of the Operations Council.
 - WPC Operations Staff
 - Each affiliated PSO will have one representative on the Operations Council. The preferred representative will be their Operations Manager (Executive Director, Manager of Operations etc.) or other designate.
 - A member of the WPC Board of Directors will service as liaison to the Operations Council in an ad hoc capacity and be appointed after the Annual Meeting.
 - Other invited guests may be part of the meeting(s) and will serve in an informational capacity.

Water Polo Canada – Operations Council



- MEETING:** The Operations Council will meet as required.
- The Council will meet in person once per year, at the Annual Meeting.
 - The Council will meet approximately once a month via conference call, hosted by WPC.
 - Special meetings will be called when:
 - a) WPC requires PSO input into domestic programs, initiatives, or policies, or
 - b) PSOs have identified a programming, initiative, or policy need that should be addressed by the NSO.

RESOURCES: When necessary to inform the conversation around an agenda item, WPC staff or Members of the WPC Board of Directors (in addition to those listed above), and/or subject matter experts will be invited to join the meeting for that discussion(s).

AREAS OF FOCUS:

At least once annually, the Council will identify a list of topics to focus on, using WPCs Operational Plan as a guide. In addition to working through this list collaboratively, the Council will also discuss urgent topics as they arise.

OPERATIONAL PLAN:

All actions and work of the Council are directed towards achieving the best outcome and results for Water Polo Canada and its members.

EVALUATION: To track progress in an ongoing manner, an action registry will be added to the Operations Council monthly meeting minutes.

REPORTING: The Operations Council meeting minutes will be available to the Board of Directors on an ongoing basis.

- A section in the Annual report will be added to report on the Council's accomplishments.
- The Board Liaison will report strategic issues to the Board of Directors

REVIEW AND APPROVAL:

The Operations Council will review these Terms of Reference once a year, and when updates are made, the document will be submitted to the WPC Chief Executive Officer for approval.