



Terms of Reference
Competition Hosting Committee
Approved by the Board of Directors

Composition

- Committee Chair (appointed by the Board of Directors)
- Board Liaison (may be a Director filling another role)
- Results Coordinator
- Two members representing each competition local organizing committee
- Chair (ex officio)

Responsibilities and Authority

The committee is responsible to and operates under the direction of Rope Skipping Alberta's Board of the Directors. It is mandated that the committee execute the competitions approved on Rope Skipping Alberta's competition calendar.

Function

- Maintain the inventory of competition medals, ribbons, and certificates and recommend purchases to the Board of Directors.
- Support host clubs to execute quality competitions with support from the Officials Committee and Technical Committee.
- To promote True Sport principles throughout competition planning initiatives.
- Monitor governing national and international policies and guidelines related to the hosting of competitions.
- Provide input, advice, and expertise as required on competition matters as requested by the Board of Directors.
- Prepare communications for RSA's Social Media Coordinator and Secretary to be included on the website, social media, and e-newsletters on committee initiatives.
- Submit reports for the Board of Directors meetings and Annual Report for the Annual General Meeting as requested.
- Prepare and submit an annual budget to the Board of Directors for approval.
- Prepare and submit initiatives for consideration for inclusion in the Strategic Plan, Business Plan, and budget for approval by the Board of Directors as requested.
- Ensure that meeting minutes are maintained and provided to the Chair and Secretary following each meeting.
- Provide a list of Committee Members annually and a list of Task Group Members per task presented for

approval by the Chair.

- Ensure that the Terms of Reference for the Committee and related task groups are accurate and maintained, and recommend changes to the Board of Directors for approval as required.

Approved: April 22, 2018