

# National Crokinole Association

## Terms of Reference

### Competition Committee

#### Type

A standing committee of the NCA board which is ongoing.

#### Purpose

The Competition Committee manages the operation of the NCA Tour.

#### Responsibilities

1. Set the start and end dates of the NCA Tour.
2. Determine which events, along with the dates of those events, will be included on the NCA Tour each season, and publish clear criteria of which events are considered eligible to be included in the NCA Tour standings.
3. Determine the Points Model that will be used to determine the standings of the NCA Tour.
4. Attain and present all NCA Tour awards at the conclusion of the season.
5. Handle all enquiries related to prospective events that may be included in NCA Tour standings in the future.
6. Track and publish results from every event included on the NCA Tour, as well as the NCA Tour standings following each event.

#### Authority

1. For responsibilities 1, 2, 3, and 4, the Committee will make recommendations for approval by the Board of Directors.
2. For responsibilities 5 and 6, the Committee has the authority to act on behalf of the Association, unless directed by the Board otherwise.
3. Members of the Committee will act honestly and in good faith.

#### Composition

1. The Committee shall be made up of at least one, and not more than five members, including the Chairperson.
2. The Board appoints the Commissioner, who will serve as the Chair of the Committee.
3. The other members of the Committee are appointed by the Board, unless the Board chooses to designate the Chair to appoint additional members. These individuals must be members of the Association.
4. Committee members' appointments shall cease when a new Commissioner is elected by the Board, unless otherwise decided by the Board.

#### Procedures

1. The Committee shall keep minutes of the discussion that will be included with its findings and recommendations.
2. The Committee shall meet as necessary at the discretion of the Chairperson via conference call/web conference or in-person.
3. The Chairperson is required to call a meeting of the committee if requested to do so by:
  - a. Any committee member
  - b. The Chair of the Board of Directors
4. The time commitment for committee members is expected to be less than five hours per month.

### **Reporting**

1. The committee will submit a report to the Board prior to the start of each NCA Tour season with its recommendations for responsibilities 1-4, along with any other information the committee deems relevant.
2. The committee will report to the board any requests for events to be included in the NCA Tour season, along with the committee's recommendation or decision, at a frequency no less than once a year.
3. When the Board requires the Committee to make a decision or take a position on a matter, the Committee will make its decision or determine its position by majority vote of the Committee's members.

### **Review**

1. The Board of Directors shall review the Terms of Reference every four years, or at the discretion of the Board.

### **Approval**

1. These Terms of Reference have been updated by the Board of Directors as of June 19, 2023

## **Rules and Standards Committee**

### **Type**

A standing committee of the NCA board which is ongoing.

### **Purpose**

The Rules and Standards Committee publishes the official rules and standard of play of the NCA.

### **Responsibilities**

1. Review and publish the official rules of the NCA at a frequency no less than once a year.
2. Set and review the NCA's opinion on establishing regulations for crokinole boards, discs and any other equipment used in play, at a frequency no less than once a year.
3. Review and publish the NCA's best practices on tournament organization (aka "Tournament Tips") at a frequency no less than once a year.

4. Review and publish the NCA's best practices on club organization at a frequency no less than once a year.

### **Authority**

1. For all responsibilities the Committee will make recommendations for approval by the Board of Directors.
2. Members of the Committee will act honestly and in good faith.

### **Composition**

1. The Committee shall be made up of at least one, and not more than five members, including the Chairperson.
2. The Board appoints the Chair of the Committee. The Chair must be a member of the Association.
3. The other members of the Committee are appointed by the Board, unless the Board chooses to designate the Chair to appoint additional members. These individuals must be members of the Association.
4. Committee members' appointments shall cease when a new Chair is appointed by the Board.

### **Procedures**

1. The Committee shall keep minutes of the discussion that will be included with its findings and recommendations.
2. The Committee shall meet as necessary at the discretion of the Chairperson via conference call/web conference or in-person.
3. The Chairperson is required to call a meeting of the committee if requested to do so by the Chair of the Board of Directors
4. The time commitment for committee members is expected to be less than five hours per month.

### **Reporting**

1. The committee will submit a report to the Board with its recommendations for responsibilities 1-4, along with any other information the committee deems relevant, at a frequency of no less than once a year.
2. When the Board requires the Committee to make a decision or take a position on a matter, the Committee will make its decision or determine its position by majority vote of the Committee's members.

### **Review**

1. The Board of Directors shall review the Terms of Reference every four years, or at the discretion of the Board.

### **Approval**

1. These Terms of Reference have been approved by the Board of Directors as of May 4, 2023.

## Promotions Committee

### Type

A standing committee of the NCA board which is ongoing.

### Purpose

The Promotions Committee is to provide leadership and direction relating to the NCA's objectives.

### Responsibilities

1. Provide insight and recommendations to the Board regarding the progress made to achieve the objectives of the NCA, as determined by the Board.
2. To implement initiatives to achieve the objectives of the NCA, if instructed by the Board.

### Authority

1. For all responsibilities the Committee will make recommendations for approval by the Board of Directors.
2. When instructed by the Board, the Committee has the authority to act on behalf of the Association.
3. Members of the Committee will act honestly and in good faith.

### Composition

1. The Committee shall be made up of at least one, and not more than five members, including the Chairperson.
2. The Board appoints the Chair of the Committee. The Chair must be a member of the Association.
3. The other members of the Committee are appointed by the Board, unless the Board chooses to designate the Chair to appoint additional members. These individuals must be members of the Association.
4. Committee members' appointments shall cease when a new Chair is appointed by the Board.

### Procedures

1. The Committee shall keep minutes of the discussion that will be included with its findings and recommendations.
2. The Committee shall meet as necessary at the discretion of the Chairperson via conference call/web conference or in-person.
3. The Chairperson is required to call a meeting of the committee if requested to do so by the Chair of the Board of Directors
4. The time commitment for committee members is expected to be less than five hours per month.

### Reporting

1. The committee will submit a report to the Board with its recommendations or progress made on initiatives, along with any other information the committee deems relevant, at a frequency specified by the Board.
2. When the Board requires the Committee to make a decision or take a position on a matter, the Committee will make its decision or determine its position by majority vote of the Committee's members.

### **Review**

1. The Board of Directors shall review the Terms of Reference every four years, or at the discretion of the Board.

### **Approval**

1. These Terms of Reference have been approved by the Board of Directors as of May 4, 2023.

## **Membership Committee**

### **Type**

A standing committee of the NCA board which is ongoing.

### **Purpose**

The Membership Committee is to make recommendations for applicants for membership.

### **Responsibilities**

1. Develop and review a set of criteria for individuals seeking Membership via Application (see by-law 2.1B).
2. Create and distribute a Membership Activation Form and a Membership Application Form.
3. Use the criteria set in responsibility 1 to review and make recommendations to approve or decline applications for membership, including reasoning for the recommendations.
4. Make recommendations to revoke membership, including reasoning for the recommendation if any situation arises that they believe this is the appropriate decision.
5. Communicate decision and reasoning to successful and unsuccessful applicants.
6. Keep an updated list of current Members.

### **Authority**

1. For responsibilities 1, 2, 3 and 4 the Committee will make recommendations for approval by the Board of Directors.
2. For responsibilities 5 and 6, the Committee has the authority to act on behalf of the Association, unless directed by the Board otherwise.

### **Composition**

1. The Committee shall be made up of at least one, and not more than five members, including the Chairperson.

2. The Board appoints the Chair of the Committee. The Chair is required to be a member of the Association.
3. The other members of the Committee are appointed by the Board, unless the Board chooses to designate the Chair to appoint additional members. These other members are required to be members of the Association.
4. Committee members' appointments shall cease when a new Chair is appointed by the Board.

### **Procedures**

1. The Committee shall keep minutes of the discussion that will be included with its findings and recommendations.
2. The Committee shall meet as necessary at the discretion of the Chairperson via conference call/web conference or in-person.
3. The Chairperson is required to call a meeting of the committee if requested to do so by the Chair of the Board of Directors
4. The time commitment for committee members is expected to be less than five hours per month.

### **Reporting**

1. The committee will submit a report to the Board with its recommendations or progress made on initiatives, along with any other information the committee deems relevant, at a frequency specified by the Board.
2. When the Board requires the Committee to make a decision or take a position on a matter, the Committee will make its decision or determine its position by majority vote of the Committee's members.

### **Review**

1. The Board of Directors shall review the Terms of Reference every four years, or at the discretion of the Board.

### **Approval**

1. These Terms of Reference have been approved by the Board of Directors as of June 19, 2023.

## **Chair of the Board**

### **Introduction**

The Chair of the Board of Directors primary focus is managing the affairs of the Board, including ensuring the Board is organized properly and functions effectively. The Chair, in collaboration with the Board, sets and pursues the objectives of the Association. The Board of Directors selects the Chair at the first meeting of the Board following the Annual Meeting.

### **Duties and Responsibilities**

1. Acts as the chair for all Board meetings, as well as the all Annual and Special Meetings of the members. This includes calling all meetings, setting the agenda, and ensuring all meetings operate effectively.

In collaboration with the Board, the Chair also:

2. Sets and pursues the objectives of the Association
3. Creates and/or signs-off on all annual reports of the Association
4. Monitors the progress of all committees of the Association

### **Review**

The Board of Directors shall review the Terms of Reference every four years, or at the discretion of the Board.

### **Approval**

These Terms of Reference have been approved by the Board of Directors as of May 4, 2023.

## **Vice-Chair of the Board**

### **Introduction**

The Board of Directors selects the Vice-Chair at the first meeting of the Board following the Annual Meeting.

### **Duties and Responsibilities**

The Vice-Chair performs and exercises all duties of the Chair when delegated by the Chair, or in absence or disability of the Chair.

### **Review**

The Board of Directors shall review the Terms of Reference every four years, or at the discretion of the Board.

### **Approval**

These Terms of Reference have been approved by the Board of Directors as of May 4, 2023.

## **Treasurer**

### **Introduction**

The Board of Directors selects the Treasurer at the first meeting of the Board following the Annual Meeting. The Treasurer's primary focus will be on the financial reporting, operation and strength of the Association.

### **Duties and Responsibilities**

1. Prepare financial reports summarizing the current financial position of the Association, as well as itemized revenue and expenses incurred since the previous report, for the Annual Meeting of the Members, as well as whenever requested by the Board.
2. Have signing authority, in conjunction with at least one NCA member in good standing, over the Association's bank account.
3. Collect all fees owed to the Association.
4. Pay all expenses incurred by the Association.

### **Review**

The Board of Directors shall review the Terms of Reference every four years, or at the discretion of the Board.

### **Approval**

These Terms of Reference have been approved by the Board of Directors as of April 22, 2024.

## **Secretary**

### **Introduction**

The Secretary supports the Board by keeping a record of Association resources, information and decisions.

### **Duties and Responsibilities**

1. Preserve and update, as directed by the Board, the by-laws, policies and terms of reference of the Association.
2. Attend and take minutes for all Meetings of Members and the Board.
3. Preserve a record of all meeting minutes.
4. Work with the previous secretary to ensure a proper hand-off of all the by-laws, policies, terms of reference and all historical meeting minutes.
5. Preserve and update a listing of all Members of the Association.

### **Review**

The Board of Directors shall review the Terms of Reference every four years, or at the discretion of the Board.

### **Approval**

These Terms of Reference have been approved by the Board of Directors as of May 4, 2023.

## **Commissioner**

### **Introduction**

The Commission will be responsible for managing the NCA Tour and will chair the Competition committee.

### **Duties and Responsibilities**

1. As stipulated in competition committee terms of reference.
2. Preserve a historical record of the results of all prior and present NCA Tour seasons.

### **Review**

The Board of Directors shall review the Terms of Reference every four years, or at the discretion of the Board.

### **Approval**

These Terms of Reference have been approved by the Board of Directors as of May 4, 2023.



## **Web Master**

### **Introduction**

The Web Master will be responsible for managing the website of the Association, and making updates as determined by the Board.

### **Duties and Responsibilities**

1. Make prompt updates to the Association website up to date, as directed by the Board.
2. In conjunction with the treasurer, ensure the domain fee and hosting costs of the website are paid on time.

### **Review**

The Board of Directors shall review the Terms of Reference every four years, or at the discretion of the Board.

### **Approval**

These Terms of Reference have been approved by the Board of Directors as of May 4, 2023.

## **Spokesperson**

### **Introduction**

The Spokesperson will be the official spokesperson of the Association.

### **Duties and Responsibilities**

1. Operate the Association email account and promptly answer, or direct to the Board, all emails of sufficient importance.
2. Be the main contact for all media enquiries.
3. Monitor all social media accounts of the Association (namely the NCA facebook group)

### **Review**

The Board of Directors shall review the Terms of Reference every four years, or at the discretion of the Board.

### **Approval**

These Terms of Reference have been approved by the Board of Directors as of May 4, 2023.

## **Election Officer**

### **Introduction**

As outlined in Section 4.4 of the Association by-laws, the Election Officer solicits nominations for director to be the elected at the Annual meeting, and collects absentee ballots.

### **Duties and Responsibilities**

1. Abide by the Association by-laws respectful to the operation of the election of the Board of Directors.
2. Create the Board of Directors Application form, with the intention of ensuring that a candidate's completed application will:
  - a. Allow the easy determination of a candidate's eligibility to be a director, as indicated in the by-laws
  - b. Highlight the candidate's intended plans and goals for the Association (aka the candidate platform)
3. Solicit nominations for directors to provide the Members of the Association with capable candidates.
4. Set the deadline for the completion of all Board of Directors Applications, and distribute the deadline and application form to all Members.
5. After the deadline for Board of Directors applications has passed, and prior to creation of the absentee ballot, distribute the platforms of each eligible candidate
6. Create, distribute and receive the absentee ballot from all Voting Members who choose to vote in lieu of attending the Annual Meeting.
7. Hold the official count of all absentee ballots and votes at the Annual Meeting for the determination of the election of the Board of Directors.

### **Review**

The Board of Directors shall review the Terms of Reference every four years, or at the discretion of the Board.

### **Approval**

These Terms of Reference have been approved by the Board of Directors as of May 4, 2023.

## **Reviewer**

### **Introduction**

The reviewer will have the power and discretion to review the Board and any Association committees. The reviewer's role is to address if the Board and any committees are fulfilling the intention of the Members.

### **Authority**

1. To receive any documents or communication from the board or committees that relates to the operations of the Association.
2. To have a list of, and communicate with all the Members of the Association.
3. To call a Special Meeting of the Members.

### **Duties and Responsibilities**

1. Monitor the operations of the Board against the desired intention of the Members.
2. Monitor the Association's adherence to the Association's by-laws, policies and terms of reference.
3. At the discretion of the reviewer, create an annual report auditing the books, accounts and records of the Association for a report to the Members at the next Annual Meeting

**Review**

The Members shall review the Terms of Reference every four years, or at the discretion of the Board.

**Approval**

These Terms of Reference have been approved by the Board of Directors as of June 2024.