

Special Olympics Newfoundland and Labrador

Regional Leadership Council Terms of reference

Guiding Principles:

The Leadership Council represents the program expertise of Special Olympics Newfoundland and Labrador. Members participate in planning and development of the sport, competition and program development issues of the organization.

The Council operates in a cooperative and partnering manner, respecting the expertise, opinions and views of its members. Whenever possible Council uses a consensus decision-making approach, which includes sharing information and rationales, debating, discussing, consolidating and reaching collective agreement.

Responsibilities:

The Leadership Council is the link between community and regional programs and the Board of Directors of SONL. The Board of Directors of SONL delegates to the Leadership Council, responsibility to consider and make recommendations on sport program matters affecting the Locals, including but not necessarily limited to those noted below:

- Assist in the development and monitoring of the program component of the Strategic Plan for Special Olympics Newfoundland and Labrador.
- Assist in the management of the organizations policies and make recommendations to the Board on policies required to successfully run the programs of Special Olympics Newfoundland and Labrador.
- Contribute to the development and implementation of new programs and/or program initiatives.
- Contribute to the development, implementation and management of leadership and volunteer training programs and policy.
- Contribute to the development, and implementation of competitions within Newfoundland and Labrador, but not limited to provincial games.
- Contribute to the selection and training of the provincial team the year prior to National Games.
- Contribute to the management of coach development.
- Contribute to the development, and management of finances within the regions.

Accountability:

The Leadership Council, through its Chair, is accountable to the Board of Directors of SONL, and all its decisions and recommendations require Board ratification. The Board of Directors has the authority for actions of the Leadership Council and the capacity to overturn decisions of the Council. Actions of the Council will be reported and ratified at all regular meetings of the Board of Directors.

PLEASE NOTE: Regional Coordinators (members of the Leadership Committee) are responsible to the members of the Locals in their Region.

Composition:

The Leadership Committee will be made up of:

- Ten (10) Regional Coordinators who are elected by the constituents from their Region
- Ten (10) Assistant Regional Coordinators who are elected by the constituents from their Region

Executive Positions

- Chair
- Vice Chair
- Secretary

Individuals on the council will elect a chair and a Vice-Chair. The person elected as Chair must step down from their regional role on the council (the region in question will still have costs covered for two individuals in addition to the chair).

From time to time, the Leadership Council will hear presentations on critical issues or concerns from Locals, interested parties or expert groups in an open forum format. On such occasions, the Chair may invite all individuals in attendance to participate in these open forum discussions and debates.

Meetings and Records:

Finances permitting, the Leadership Council will meet a minimum of four (4) times per year, with two (2) of these meetings being in person and two (2) being via conference call. One of the two (2) in-person meetings will coincide with the SONL Annual General Meeting.

The Council can also meet from time to time as required via teleconference on matters of a critical nature requiring immediate attention and action. Decisions taken during teleconference will be equally binding as if the members met in person. During conference calls and additional face-to-face meetings only one representative from each region will have costs covered by SONL.

Meeting agendas and supporting background information will be distributed to all Council members a minimum of one week prior to meetings. Minutes of all meetings, reports and other outcomes will be sent to the regional coordinators and posted on the SONL website.

A meeting will proceed with a minimum of ten (10) members present.

Voting:

Council may be required to vote on some issues that cannot be resolved through consensus. In such situations, each region, will have one equal vote (excluding the Chair). Motions will be lost on a tie vote. Proxy votes will not be permitted but voting via fax, email and/or teleconference connection is permitted.

Terms of Office:

It is up to the regions to elect representatives to the leadership council. There is no limit to the number of terms.

All executive members will serve a two year term, for a maximum of 2 terms.

Job Descriptions:

RLC Chairperson:

- 1) To sit on the Board of Directors for SONL and attend all Board meetings as a representative of the RLC (4 to six meetings a year).
- 2) To work with SONL to set the agenda for RLC meetings.
- 3) To chair RLC meetings.
- 4) To chair the RLC executive as a review and action committee for any local/regional/volunteer/athlete violation of any SONL policies.
- 5) Act as a liason between the RLC and provincial office.

RLC Vice Chairperson:

- 1) To assist the Chairperson when ever or where ever required
- 2) To attend to any of the duties of the Chairperson that they are unable to attend to
- 3) To sit on the RLC Executive as a review and action committee for any local/regional/volunteer/athlete violation of SONL policies

RLC Secretary:

- 1) To take minutes at all RLC meetings and forward to SONL provincial office for distribution as soon as possible
- 2) To sit on (and take minutes) the RLC Executive as a review and action committee for any local/regional/volunteer/athlete violation of any SONL policies