

SOCCER NS - OPERATIONAL COMMITTEE TERMS OF REFERENCE

	Competition/League Committee
Mandate	The Competition/League Committee is an operational advisory committee of Soccer Nova Scotia. It is responsible to provide input and advice in relation to all competitions and Leagues matters to Soccer NS.
Key Duties	<p>The Committee will perform the following key duties:</p> <ul style="list-style-type: none"> • Recommend policies, standards, and guidelines to align League and Competition administrative policies across the province • Provide feedback and advice regarding the organization and execution of all Competitions • Annually review and amend Soccer Nova Scotia’s Competition Rules and Regulations • Make decisions as needed on extraordinary circumstances that are related to Competitions • Act as a “Working Committee” during Provincial Championships (if needed) • Oversee all tournament applications • Establish annual calendar of League and Competitions • Be responsible for delivering against additional priorities requested by the Chair or SNS Strategic Plan
Authority	<p>The Committee will provide input and advise to Operations. The committee members may be asked to vote on matters from time to time at the request of the chair.</p> <p>The Committee, with approval from the Executive Director, may establish sub-committees or Task Forces to deal with specific issues in relation to the mandate of the Committee.</p>
Composition	<p>The Committee will be composed of a minimum of 3 individuals that run leagues within Halifax Regional Municipality and 3 individuals from leagues that reside outside of the HRM.</p> <p>The Committee will also have a Soccer NS staff member as Chair.</p> <p>Members of the Committee will serve terms of two years, which may be renewed by the Executive Director.</p>
Meetings	<p>The Committee will meet by Video Conference or in person, as required. Meetings will be at the call of the Chair.</p> <p>The Committee will meet 4 times per year.</p>
Resources	The Committee will receive the necessary resources from Soccer Nova Scotia to fulfill its mandate. The Committee may, from time to time, receive additional administrative support from Soccer NS

	The appropriate staff member(s) will review relevant budget items with the Committee
Reporting	The Committee operates under Operations. The chair will provide minutes of the meetings to the Executive Director within 7 days of the meeting. The Executive Director will ensure the minutes are circulated to the membership.
Approval and Review	The Executive Director will review these Terms of Reference on a regular basis, with input from the Committee chairs as required.