

## SOCCER NS - OPERATIONAL COMMITTEE TERMS OF REFERENCE

	<b>(NSSL) NOVA SCOTIA SOCCER LEAGUE</b>
Mandate	The <b>NSSL</b> Committee is an operational advisory committee of Soccer Nova Scotia. It is responsible to provide input and advice in relation to all matters related to the NSSL.
Key Duties	<p>The Committee will perform the following key duties:</p> <ul style="list-style-type: none"> <li>• Provide strategic direction for the NSSL</li> <li>• Review and update the League handbook</li> <li>• Review and make recommendations for season structures</li> <li>• Review and update Skill Centre league structure</li> <li>• Review league budgets and provide input on fees</li> <li>• Aid in decision making for “exceptions” to the league handbook</li> <li>• Act as members of a discipline committee, adhoc when required</li> </ul>
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 are members of clubs within Halifax Regional Municipality and 3 individuals from members of clubs that reside outside of the HRM.</p> <p>The Committee chair will be the League Manager 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
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 chair as required.