



Screening Committee - Terms of Reference

Amended, Board of Directors, July 15, 2021

1. Overview:

The Screening Committee (SC) is a standing committee of Squash Canada. This Terms of Reference outlines the mandate, the roles and responsibilities, the composition and levels of authority of the SC.

2. Mandate & Objectives:

The SC is responsible for the implementation of Squash Canada's Screening Policy, independent of the Board.

3. Composition:

Composition of the SC will include a Chair, and two (2) to four (4) members.

4. Required Skills:

Potential candidates for the SC shall possess the requisite skills, knowledge and abilities to accurately screen documents and render decisions under the Screening Policy, and to respect applicable confidentiality and Privacy requirements.

5. Key Duties:

The main duties of the SC are:

- Review all documents submitted related to the SC Screening Policy and, based on the review, make decisions regarding the appropriateness of individuals filling positions within Squash Canada.
- Modify the submission requirements as it deems appropriate on a case by case basis.
- Request that individuals provide screening documents at any time, as it deems appropriate.

6. Authority:

The shall have the authority to make decisions regarding the appropriateness of individuals filling positions within Squash Canada in accordance with the organization's Screening Policy.

7. Appointments and Term:

The Squash Canada Board of Directors shall appoint the Chair. The Chair, in consultation with the Squash Canada Executive Director and Board Liaison, will enlist prospective members and make recommendations to the Board.

Committee appointments are subject to approval by the Squash Canada Board of Directors.

Each term is for a 2-year period and shall be calculated from the date of the previous year's AGM, or in the case of initial composition of the committee, 2 years plus possible additional months to get to an AGM cycle. An appointed member may serve up to a maximum of 3 successive terms each of 2 years.

Should a vacancy occur, for whatever reason, the Chair, in consultation with the Squash Canada Executive Director and Board Liaison, will appoint a qualified person for the remainder of the vacant position's term.

The Board may remove any member from the Committee, for violating the Code of Conduct Policy, Conflict of Interest Policy and Confidentiality agreements as well as for any action, which is not consistent with the committee's mandate or Squash Canada's policies and bylaws.

Members must declare any conflicts of interest and sign the Conflict of Interest and Confidentiality Agreements.

8. Meetings:

The Committee will meet as required by telephone or in person. Meetings will be called, as needed, by the Chair or Squash Canada Executive Director.

9. Minutes:

Minutes shall be circulated and reflect only decisions and tasks to be completed. Minutes shall be circulated to all members of the Committee and to the Executive Director within 14 days of the meeting.

10. Reporting:

The SC will:

- send the approved minutes of each meeting in writing to Squash Canada's Executive Director;
- submit an annual report to the members at the Annual General Meeting, as may be requested.

11. Review and Approval:

The Board of Directors will review the terms of reference for this committee every three (3) years.

12. Intellectual Property:

Any and all material, written or audio-visual, developed by Committee members in the performance of their duties, becomes and remains the property of Squash Canada.

13. Reimbursements:

No member of the SC shall be entitled to receive reimbursement for expenses incurred in the performance of service unless authorized in writing by the Executive Director of Squash Canada.