**Master’s Committee Terms of Reference**Approved by the Board – December 6, 2023

1. Overview

The Master’s Committee (henceforth referred to as MC) is an advisory committee of Squash Canada. This Terms of Reference outlines the mandate, roles and responsibilities, the composition, and levels of authority of the MC.

1. Mandate

The MC is responsible for furthering the advancement of master’s squash in Canada through the enhancement of Squash Canada’s master’s events, programs, and standards in collaboration with member Provincial/Territorial squash associations (P/Ts).

1. Composition

The MC will be comprised of seven (7) to ten (10) voting representatives from Squash Canada’s member Provincial/Territorial squash associations or regions. Squash Canada reserves the right to seek up to a possible three (3) additional appointed representatives with specific master’s squash experience to ensure gender equity on the committee.

One (1) representative from the following member P/T or regions:

* British Columbia
* Alberta
* Prairie Region (Saskatchewan/Manitoba)
* North (Yukon/Northwest Territories)
* Ontario
* Quebec
* Atlantic Region (Newfoundland, New Brunswick, Nova Scotia, Prince Edward Island)

The MC will also have the following non-voting members:

* One (1) Squash Canada Staff member
* One (1) Squash Canada Board liaison

The Chair of the MC will be a committee member and elected by the voting MC members.

1. Appointments and Term

Committee members will be appointed for a two (2) year term and may service a maximum of three (3) consecutive terms, calculated from the date of the previous year’s AGM. The Committee will operate under staggered terms with approximately half the voting members appointed in even years and the other voting members appointed in odd years.

Two months prior to each Squash Canada AGM, the P/Ts or regions will be canvassed for committee nominations. Nominations are subject to approval by the Squash Canada Board of Directors.

Should a mid-term vacancy occur, the process is as follows:

* The Committee, as the technical experts in their area, recommends somebody to fill the vacancy.
* The Board may consult with P/Ts in order to come to a decision.
* The Board either approves the recommendation or asks for a different recommendation.

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.

1. Required Skills

Potential candidates for Squash Canada’s MC should be passionate about master’s squash as well as possess a high level of experience and capability in the organization and participation of master’s and event management. Potential candidates should possess some of the following skills:

* Organizational development/strategic planning experience.
* Project Management experience and the ability to lead committee initiatives as directed by the Chair and/or the Board.
* Sound knowledge of the Canadian sport system, some knowledge of the sport of squash and the master’s program and its initiatives.
* Sound knowledge in how national master’s events are organized and an understanding of player rankings and player seedings – preferably having been on a hosting committee of a national master’s event.

1. Key Duties
   1. Committee
      * To work with Squash Canada’s Board of Directors and National Staff to recommend and maintain standards for master’s competitions and development.
      * To monitor global master’s developments and report to Squash Canada’s Board of Directors and National Staff.
      * To actively promote and develop master’s squash in Canada including competitive opportunities, which may include assisting with active recruitment of participants for master’s events.
      * Promote and support master’s initiatives across Canada including recommending strategies to increase the number of master’s players in Canada.
      * Monitor the needs and make recommendations to the Board of Directors and National Staff to implement strategies for new programs.
      * To solicit hosting bids for the annual Canadian Master’s Teams Championships.
      * To conduct seeding for Canadian Master’s Team Championships and age categories at the Canadian Squash Championships.
      * To recommend selection criteria to the Squash Canada Board of Directors for Canadian teams participating in master’s events recognized by Squash Canada.
      * Assist the Chair with the revision and development of materials and resources by undertaking such projects as may be assigned by the Chair.
   2. Chair
      * Chair all MC meetings.
      * Acts as the primary link between Squash Canada’s National Office and the MC to provide direction on policy decisions as required by Squash Canada and its Board of Directors.
      * Provides general direction for the activities of the MC.
      * Works with the Programs and Communications Coordinator and Board liaison to establish the MC Action Plan which is tied to the organization’s strategic and operating plans in order to ensure that the strategic plan Key Performance Indicators are being met on an annual basis.
      * Liaises with Squash Canada National Staff and Board liaison to discuss any special projects or initiatives that may be contained in Squash Canada’s annual operating budget.
      * Ensures meeting minutes are distributed in a timely manner to the Committee Members, P/Ts and Squash Canada.
      * Prepares annual reports to Squash Canada and P/Ts on all master’s program activities.
2. Subcommittees

The Committee may, from time to time and for certain durations, establish subcommittees to the MC, comprised of members of the Committee, to work on or manage specific tasks (i.e. Seedings, Communications, etc.).

1. Authority

The Committee will provide recommendations to the Squash Canada Board and National Staff on issues that are pertinent to the mandate and duties of the Committee. The Board of Directors will approve all decisions and actions requiring approval.

1. Meetings

The Committee will meet by virtually, telephone or in person, as required. Meetings will be called, as needed, by the Chair. The agenda and meeting details shall be circulated at least one (1) week in advance of the scheduled meeting. There shall be at least three (3) meetings per year. In order to establish a quorum for a scheduled meeting, a minimum of four (4) voting Committee Members must participate excluding any ex-officio members.

If a committee member misses two consecutive meetings, or four during their term, their term may be terminated. Member appointments and dismissals are subject to Board approval. Notice of termination will be provided via email by the Chair in coordination with the Board Liaison and Squash Canada representative.

1. Minutes

Minutes shall retain confidentiality and be circulated to all members of the Committee and to the CEO and COO within 14 days of the meeting.

1. Voting

Each voting member of the committee shall cast one (1) vote. The Chair shall cast a vote only in the event of a tie. Recommendations from the Master’s Committee will be based on simple majority vote and/or based on consensus.

1. Resources

The Committee may receive the necessary resources from Squash Canada (in accordance with its approved budget) with a proposed project plan and budget to fulfill its mandate, and may, from time to time, have staff persons or contractors assigned to assist the Committee with its work.

1. The MC works with

All members and stakeholders of the association to support Squash in Canada to achieve its goals and strategies identified in Squash Canada’s strategic & operating plans.

1. Objectives and Deliverables

The Committee, in co-operation with the Squash Canada National Staff and Board Liaison, will provide the objectives and deliverables of the MC for each fiscal year in keeping with the annual strategic plan. The objectives will be delivered in a simple method, which will allow the organization to measure its effectiveness against the organization’s strategic measurable objectives. The objectives will be reviewed and/or renewed annually. The MC will:

* Provide advice to the Squash Canada Board on master’s squash related matters.
* Report on the objectives/deliverables for each fiscal year in keeping with the annual strategic plan.
* When requested, provide a written report to Squash Canada meetings.
* Provide an annual report for presentation at the Squash Canada Annual General Meeting.
* Provide an estimate of expenditures to the Squash Canada Board at the beginning of the fiscal year for approval by the Board, if applicable.

1. Evaluation

The Board of Directors will evaluate the performance of the Committee. The performance of the Committee will be assessed against the accomplishment of yearly objectives/deliverables. The review will take place immediately prior to the AGM. Within 30 days of the Squash Canada AGM, the Squash Canada National Staff and Board Liaison and/or current Squash Canada President will meet with the Committee Chair to review and discuss the objectives and deliverables of the Committee from the past year.

1. Reporting

The Committee Chair will provide a written report to the Board of Directors and National Staff, at least 30 days prior to the Annual General Meeting. That report, unless amended, will be presented to the members at the Annual General Meeting.

1. Review and Approval

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

1. Compensation

No member of the MC shall receive, directly or indirectly, any salary, gifts, or other compensation for carrying out their duties as a Committee member unless authorized in writing by the Board of Directors of Squash Canada.

As a standard policy, when Committee members’ expenses are being paid for by Squash Canada, the members must attend and be available for the full duration of those meetings/events.

1. Reimbursements

No member of the MC shall be entitled to receive reimbursement for expenses incurred in the performances of service unless authorized in writing by the CEO of Squash Canada.

1. 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.