



# Members Council

## Terms of Reference

### Mandate

---

The Members Council is a forum for discussion and input by Archery Canada's member Provincial and Territorial Sport Organizations (PSOs) into the operation of the organization. The Council is responsible for advising the Board on the strategic and operational direction of the PSOs and recommending directions to the Board that will further collaborative action between the PSOs and Archery Canada. They also facilitate exchange of information and collaborative action between Archery PSOs.

### Key Duties

---

In fulfilling its mandate, the Members Council will perform the following key tasks:

- Provide input to the Board on all matters pertaining to the organization and operation of their PSO, and the relationship between the PSOs and Archery Canada;
- Provide input to the Board on matters pertaining to the strategic and operational direction of Archery Canada;
- Exchange information between PSOs to facilitate the adoption of good practice and to promote collaborative action between PSOs;
- Propose potential candidates for Committees to the Archery Canada Nominating Committee.

### Composition

---

The Members Council shall be composed of the representatives of the PSOs constituting the current membership of Archery Canada. The Council shall select a Chair from its members, on either an annual or a rotating basis.

## Appointment

---

Members are appointed to the Members Council by their PSO within 30 days of the Archery Canada Annual General Meeting, for a term of three years, with no maximum number of terms. Should a vacancy occur on the Council, for whatever reason, the PSO whose representative has vacated the Council may appoint a qualified person from their PSO to fill that vacancy for the remainder of the vacant position's term.

## Meetings and Resources

---

The Council will meet a minimum of four (4) times annually. Meetings will be at the call of the Chair and the Archery Canada President and may be held using internet or conference call. The Council will receive the necessary resources from Archery Canada to fulfill its mandate, and may from time-to-time have staff persons assigned to assist the Council with its work.

## Reporting

---

The Council will report to the Board, in writing, after every meeting of the Council.

## Review and Approval

---

These terms of reference were approved by the Board of Directors on August 7, 2013 and may be reviewed from time-to-time by the Board.

**Reviewed and Approved**

**May 29, 2018**