

## Proposed Amendments to Policy 59 “Policy on Committees of Council”

### NOVA SCOTIA MARATHON COMMITTEE – TERMS OF REFERENCE (V3)

#### **Purpose**

The “Nova Scotia Marathon Committee” is an Ad Hoc Committee of the Municipality. Its purpose is to organize a range of the activities related to the Nova Scotia Marathon, consult with, advise and make recommendations to Council, through the Director of Recreation, on matters affecting the Nova Scotia Marathon, form sub committees to assist with different aspects of the event, including sponsor solicitation and engage community involvement in all aspects of the development and coordination of the event.

#### **Membership**

The Committee shall consist of at least one (1) member of Council, who shall be appointed annually by Council, a minimum of six (6) citizens from the counties of Shelburne and Yarmouth who shall also be appointed by Council. The Town of Clarks Harbour will also be asked, annually, to appoint one (1) citizen representative from the Town.

Staff representatives as determined by the CAO will be ex-officio members without the right to vote.

The Committee shall review all applications and recommend appointments to Council based on the applicants demonstrated interest in the development of the event and their ability to attend regular Committee meetings and related events. In making the appointments to this Committee, Council shall endeavor to have a balanced representation of interests.

#### **Members Expectation**

Committee members are expected to demonstrate a commitment to:

- Work collaboratively to achieve the committee’s purpose.
- Provide perspective of what is best for the management of the event.
- Attend committee meetings and follow through in a timely manner on any commitments; and
- Support the success of the event.

#### **Term of Office**

All Non-Council members of the Executive shall serve for a term of two (2) years. In order to ensure continuity in the work of the Executive, half of the membership shall be appointed yearly.

Non-Council members of the Executive may choose to re-offer at the end of their term but can not serve for more than two (2) consecutive two (2)-year terms.

Where a member of the Executive relinquishes his/her seat before the end of his/her term, a member shall be appointed to fill the vacancy for the remainder of the term.

The Committee will hold an election to replace the officers (Chair, Vice-Chair, etc.) of the Executive that are at the end of their term at the first meeting following the Marathon.

### **Roles and Responsibilities**

#### *Chair*

The Chair will be a Committee member determined by the Committee. The Chair shall:

- Call meetings of the Committee.
- Chair meetings of the Committee.
- Act as spokesperson on behalf of the Committee. (Any other Committee member may also act as spokesperson, if authorized to do so by the Committee.)
- Provide leadership for the members, enabling the Committee to act strategically to ensure the success of the event.

#### *Vice-Chair*

The Vice-Chair will be a Committee member determined by the Committee. The Vice-Chair shall:

- Act in the absence or inability of the Chair unless an alternate has been appointed by the Committee.

#### *Treasurer*

The Treasurer will be a Committee member determined by the Committee and will be the Chair of the Finance Committee. The Treasurer shall:

- Oversee and present budgets, accounts and financial reports to the Committee.
- Liaise with designated staff on financial matters.
- Oversee and report on the Committee's sponsorship and fundraising efforts.

#### *Finance Committee*

The Finance Committee shall:

- Develop an annual operating budget with staff.
- Monitor adherence to the budget.
- Set long-range financial goals along with funding strategies (sponsorship and fundraising) to achieve them.
- Present all financial goals and proposals to the Committee for approval. |

#### *Marketing & Promotion Committee*

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The Marketing & Promotion Committee shall:

- Work with Staff and the Event Planner to develop an annual plan for integrated, consistent communication and promotion.
- Gather information on what other marathons are doing to help the Committee stay on top of trends and developments.
- Provide feedback on marketing strategies and tools, including communications plans, materials, media strategy, and social media.

#### *Volunteer Committee*

The Volunteer Committee shall:

- Recruit volunteers and ensure they complete an on-line application form.
- Assist with creating volunteer position descriptions with Staff and/or Committee Chair.
- Assist Staff and/or Committee Chair in providing training and/or orientation to the Committee they have signed on for.
- Collect volunteer hours, analyze and provide recommendations as needed.
- Ensure all volunteers are recognized appropriately.

#### *Staff*

Staff will support the Committee's work in the following ways:

- Give notice of regular meetings to the members and, when directed by the Committee chair, notice of ad hoc meetings
- Distribute the agenda and all related materials to the Committee members
- Record attendance and prepare minutes for review and approval by the Committee maintain records of approved minutes signed by the committee chair and secretary
- Prepare and present budgets.
- Advise on financial implications of strategic and operational plans.
- Any other such reasonable duties that are deemed necessary by the Committee to ensure the success of the Marathon.

#### **Event Planning**

- From time, to time, the Committee may engage Event Planners to work closely with the Committee and Staff to oversee race operations, including but not limited to, promoting the event, overseeing communications, administering Race Roster and participating registration, managing SeaMeCamp and ensuring all safety protocols are in place.

#### **Meetings**

The Committee will meet once a month. The meetings may be in-person, by teleconference or electronically, i.e., Zoom. If a member is not able to participate in a meeting, that member can speak to the Chair in advance so that the Chair can share the member's perspective at the

meeting. That member may also submit written comments or documentation in advance of the meeting. Submissions required for a meeting that are made after said meeting will not be considered for decision-making.

**Quorum**

Quorum shall be simple majority (50%+1) of the voting committee members present at a meeting.

**Decision Making**

The committee shall strive for consensus (i.e. “you can live with the decision/idea”) when making decisions. If consensus cannot be achieved, the committee members must agree on how to deal with the outstanding issue, i.e. vote, continue discussion or table the issue to another meeting. When voting, majority (50%+1) rules with quorum present. There shall be no proxy or email voting unless explicitly determined by the committee in advance of a vote.

The Committee cannot commit the use of the Municipality’s financial and human resources without prior approval from the CAO. In the absence of the CAO, approval may be sought from Council.

**Guests**

The Committee may invite guests to attend meetings as a resource as required.

**Minutes**

The staff supporting the Committee shall take minutes at the Committee meetings and the minutes shall be approved at subsequent meetings. Minutes will be kept and stored in accordance with the Municipality’s practice.