

Mid-Island Castaways Fly-Fishing Club

TERMS OF REFERENCE

Education Committee

Role

The Education Committee is one of three standing committees identified in the Constitution of Mid Island Castaways. The purpose of standing committees is to coordinate, lead or support functions critical to the year-after-year delivery of the society business and the advancement of the Society's Constitution.

The purpose of the Education Committee is to provide opportunities for club members and members of the community to learn about fly fishing.

Responsibilities

The Education Committee shall:

- develop and refine as required education programs that meet the needs of fly fishers across a broad spectrum of skills levels and interests.
- seek input from club members regarding new and/or desired education opportunities.
- seek input from club members for improving program delivery.
- prepare for review by the Finance Committee a proposed annual budget for education programs delivery. The Finance Committee shall consider the proposal in the preparation of the annual budget for the Society as a whole." (source: the Club's Constitution)

In addition to the four functions stipulated in the Constitution, the Education Committee is responsible for planning and presentation of courses, clinics and workshops on fly casting, fly tying, general fly-fishing skills, ethics and sportsmanship in fly fishing, fish ecology and conservation, environmental stewardship, and other subjects that may be relevant to the interests of club members.

The Education Committee is responsible for managing equipment used for teaching and a library of educational resources (books and audio-visual materials) available for loaning to club members.

Chair

The Education Committee shall be composed of one member of the Board who chairs or co-chairs the committee, and other members of the Society.

The Education Committee Chair is responsible for:

- recruiting volunteers to serve on the committee and to participate in its functions and activities.
- coordinating recruitment, training and preparation of instructors.
- coordinating delivery of educational activities of the committee.

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- providing a written monthly report to the Board prior to the monthly general meeting.
- preparing a proposed annual budget for education programs for review by the Finance Committee.

Membership

The Committee will consist of interested members of the club to provide input and address the responsibilities of the Committee.

Key volunteer coordinator positions required to support the educational activities of the club:

- Lead casting skills instructor(s) to develop and deliver clinics and workshops
- Lead fly tying instructor(s) to develop and deliver fly tying courses and workshops
- Coordinator of specialty seminars or courses involving invited experts or speakers
- Quartermaster to manage and maintain equipment used for education activities
- Librarian to manage book, DVD and other educational resources, and loans to club members.

Term

The Committee will serve for one year starting immediately after the A.G.M. until the A.G.M. of the following year. Members may continue to serve on the committee after their initial term is completed.

Meetings

The Committee will meet as often as deemed necessary to fulfill their responsibilities by consensus of the committee members. The meetings may be in-person, by teleconference or electronically, e.g., Zoom, Skype, Facetime.

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.

The Chair will submit a written report to the Secretary each month prior to the board meeting for inclusion in the minutes of the board meeting which the report is given.

Quorum

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

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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, table the issue to another meeting, or take the issue to the board of directors.

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 Club’s financial resources without prior approval from the board of directors.

Minutes

The Committee will appoint a member to 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 club’s practice.

Accountability

The Committee members will be accountable to the Board of Directors through the Chair of the Committee.

Reviewed by Board of Directors: March 8, 2021

Approved by Board of Directors: March 8, 2021