

# Mid-Island Castaways Fly-Fishing Club

## TERMS OF REFERENCE

### Program Committee

#### **Role**

The Program Committee is an Ad Hoc committee established by the Board and may be terminated at the sole discretion of the Board.

The purpose of the Committee is to organize and run the Club's monthly meetings.

#### **Responsibilities**

To be developed by the Program Committee, consistent with the constitution and approved by the Board. The Committee is responsible for:

- providing topics of interest and secure guest speakers, if relevant, to the Club's general meetings
- setting up Zoom meetings for the Club's general and board meetings, when required
- booking venues for the Club meetings, when and where appropriate.
- assigning Club members to: meeting room set-ups, 50/50 draws, and provision of refreshments at the monthly general meetings, when and where required

#### **Chair**

The Program Committee will be the Club President as Chair.

#### **Membership**

The Committee will consist of at least two other interested members of the club to provide input on meeting topics and address the responsibilities of the Committee.

#### **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.

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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.

#### **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