



TERMS OF REFERENCE – PROVINCIAL VETERANS COMMITTEE

Name: Ontario Veterans Committee

Mandate: The Ontario Veterans Committee is a Standing Committee of the Ontario Fencing Association (OFA). Its role is to oversee veterans programming in Ontario.

KEY DUTIES:

1. Promote the development of Veterans’ fencing in Ontario.
2. Disseminate information on Veteran fencing activities at the provincial, national, North American and International levels.
3. Act as a resource for fencers, clubs and tournament organizers requiring information on veteran fencing.
4. Foster national and international relationships with other Veterans fencing organizations.
5. Identify and promote specific events and training opportunities for veteran fencers.
6. Perform such additional tasks as may be assigned to the Committee by OFA Executive Board.

Authority: The Committee will make recommendations to the Executive Board of Directors for approval. The committee can form sub-committees whenever necessary to facilitate the committee’s work. The committee shall submit to the Board annual plans and budget by July 31, 2015.

Composition: Committee members must be members in good standing of OFA. The 2015-16 Veterans Committee will be composed of:

Robert McLean (Chair)	Lucie Hamelin	Elsabe Falkson	Kyle Foster	Gaby Weisz
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Appointment: Members are appointed by the Board of directors for a three-year term, renewable. In order to ensure continuity, two of the five members of the initial committee shall have a two-year term and three shall have a three year term (to be determined by the committee).

Meetings: The Committee will meet by telephone, by electronic means, or in person, as required. Meetings will be at the call of the Chair or at the call of the Executive Director. Roberts Rules of Order will be used in all committee meetings.

Resources: The Committee will submit a budget to the OFA Board of Directors for approval. Generally, budgets shall be submitted in February for the following fiscal year. (I.e. Feb. 2016 for the 2016-17 fiscal). For the 2015-16 fiscal, budget shall be submitted by June 1st.

Reporting: The Committee will report through the Executive Director to the OFA Executive Board of Directors. The Committee will report to the membership, in writing and in person, at the Annual General Meeting. The Chair of the Committee will attend the Annual General Meeting and will also participate in all OFA strategic planning meetings.

Approval: These Terms of Reference were approved by the OFA Board of on May 31, 2015.