

Mission

To help foster the pursuit of safe recreational paddling in Canada through the development and maintenance of a program of skill, instructor and instructor training and certification that is seen as necessary, effective and fair.

Purpose of the Committee

To receive feedback on the program, review the program on regular basis, resolve issues of dispute, answer questions, offer interpretation, evaluate effectiveness, and to recommend measures to grow and strengthen the program.

Develop resources helpful to the publication, and implementation of the program.

Provide leadership in the development of paddling and coaching skills.

Promote the Paddle Canada Program as a program of skill development and instructor certification across Canada.

Goal

To ensure that the national program evolves and responds to the needs of participants while at the same time maintaining a high level of safety, quality and consistency in the program.

Accountability

The Committee is accountable to the Board of Directors of Paddle Canada and reports to the Board through the National Program Development Chairperson.

Objectives

To meet the Goal, the Committee will:

- Recommend establishment, abolishment, or modifications to elements of the program.
- Review annually this terms of reference and recommend any changes to the Executive the committee deems necessary;
- Train new committee members on roles and responsibilities of membership on the committee;
- Conduct regular meetings
- Develop a yearly work-plan to the Executive that outlines the committee's goals for the coming year and how the committee intends to achieve those goals;
- Seek the opinions and feedback of instructors from outside the committee that are active in the use of the program with the aim of ensuring diversity of perspectives and assessing the impact of committee recommendation;
- Provide interpretation on the program to the national office when requested to do so;
- Make final decision by consensus wherever possible;
- Submit an annual report to the Annual General Meeting;
- Make recommendations to the executive, when asked to do so, on a course of action when disputes arise concerning the use of the program including the granting of certifications;
- Minutes of meetings will be taken and all Committee information will be retained by the secretary of the committee and copies of such submitted to the National Program Chairperson on a quarterly basis.

Composition

The Committee will comprise of seven members: attempts will be made to include at least one representatives from each of: Atlantic Canada (Newfoundland and Labrador, Nova Scotia, PEI, and New Brunswick); Quebec; Ontario, Central (Manitoba and Saskatchewan); Western (Alberta and BC) and Northern (Nunavut, NWT and Yukon). Not more than 2 members from any one region.

Chair

The Chair, a non-voting member, shall be appointed by the Executive, from amongst the membership of the committee, for a 2-year term and will act as a neutral facilitator.

In the case of a tie the chair can cast a deciding vote.

Qualifications for membership

Committee members must be members of Paddle Canada.

Committee members must be actively instructing under the national program. (Hold current instructor certification with Paddle Canada)

Committee members must actively endorse and promote the program.

Committee members, where possible, should hold instructor trainer status in the appropriate discipline.

Committee members should act as leaders in the paddling community and advocates of the national program.

Committee members must possess sufficient skill and experience as to be able to contribute effectively to the work of the committee.

Committee members should have regular contact with other instructors in the country and/or their region and the federated member (where one exists) organization in their province or territory.

Advisor Status

The committee may appoint advisors, as it sees fit, to expand the resources of the committee and further the national program. Such advisors are not committee members and therefore have no voting privileges. They can; however, provide advise, feedback, and opinion on committee deliberations and issues.

Such advisors should possess the same qualifications as committee members.

Advisor status is for a one-year term and is renewed annually by the Chairperson, where appropriate.

Duration of Term

Committee members are appointed for a three-year term with an opportunity for re-appointment for an additional three-year term (Maximum 2 terms). A minimum of one-half of the Committee shall remain to provide continuity each year.

Membership on the committee must be solicited from the following:

- Existing Committee members
- Provincial/Territorial affiliates in the region where a vacancy does or will exist
- All instructor trainers active in the Paddle Canada program.

The Committee will review the nominees and make a recommendation to the Executive. The Executive Committee must approve the final membership of the Committee.

Removal of Committee Members

A committee member may resign from the committee by informing the Chairperson in writing.

If a committee member fails to respond to three requests for appropriate comment feedback or written reports from the Chairperson of the committee, without good reason, that committee member will have been deemed to have vacated their position. The Chairperson of the Committee will, in good faith, make contact with the committee member prior to a member vacating the position to ensure that other reasons are not impacting the decision not to participate. Committee members also have the responsibility to communicate with the Chair when they are unable to respond or participate in discussions.

Responsibilities of Committee Members

Committee members are expected to participate in all discussions of the committee.

Committee members are expected to undertake a fair share of reasonable tasks and responsibilities as is appropriate for the functioning and progress of the committee nationally and in their region.

Committee members are expected to communicate and solicit feedback from instructors in their geographic region and the federated members in their region on issues being discussed by the committee to ensure their region's concerns are adequately represented during committee deliberations.

Committee members are expected to make decisions in the best interest of the national program and not necessarily their own personal or regional interests.

Committee members are expected to declare conflicts of interest (see conflict of interest reporting).

Committee members are expected to be actively promoting and instructing in the national program.

Protocol/Decision-Making

Committee members will endeavour to resolve any outstanding differences resulting from objections and strive for consensus. Consensus is reached when all committee members agree with the decision. In order to carry on business, at least four (4) members must be at the meeting or involved in the discussion (as is the case in email discussions). While consensus building is the best way to decide, voting may be appropriate where consensus cannot be reached. The Chair will cast the deciding vote in the case of a tie.

Meetings

The timing and frequency of meetings will be at the discretion of the Chairperson with input from the committee but will be not less than bi-annually. Conference calls will be held by three-way calling whenever possible.

Electronic Communication (such as the circulation of issues/proposals by email) can replace meetings where deemed appropriate by the Chairperson.

Finances

No member of the Committee shall receive remuneration for participating on the committee. An annual budget for the committee will be developed by the Chair and approved by the Executive. Any expenditure of funds necessary to the function of the Committee shall be paid for by National office.

Conflict of Interest Reporting

All committee members shall declare at the start of a discussion, to the committee, any personal conflict of interest. This includes any situation in which he or she has competing professional or personal interests that makes it difficult to fulfill his or her duty of impartially. Even if there is no evidence of

improper actions, a conflict of interest can create an appearance of impropriety that can undermine confidence in that person and the entire Paddle Canada organization.

Confidentiality

Committee members shall respect the confidentiality of any confidential information or materials to which they have access. Any disclosure shall be limited to those who have a need to know.

Notes

The Secretary will take minutes on discussions, details, results, decisions made and actions recommended by the committee. The minutes of the meeting will be circulated to Committee members by email within one week of the meeting.

The Committee Secretary shall maintain suitable records of concerns, complaints, findings, recommendations, decisions and actions that shall then be accessible to Committee representatives and the individuals to whom these records apply.