



Paddle Canada Program Committees Terms of Reference

1. Mission

To foster the pursuit of safe recreational paddling and camping 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.

2. Purpose of the Committee

To develop and maintain programs in their respective disciplines. To ensure a high level of safety, quality and standards in their program and wherever possible to ensure all Paddle Canada disciplines are consistent.

- To receive feedback on the program and review the program on a regular basis.
- To answer questions, offer interpretation, evaluate effectiveness, and to recommend measures to grow and strengthen the program.
- To provide advice to a Paddle Canada grievance or investigation committee.
- Develop resources helpful to the publication, and implementation of the program.
- Provide leadership in the development of coaching and program-specific skills.
- Promote the Paddle Canada Program as a program of skill development and instructor certification across Canada.

3. Objectives

To meet the Mission, the Committee will:

- Recommend to the Board for their approval significant modifications of discipline-specific elements of the program. "Significant modifications" includes changes that will materially affect the provision of the relevant course or program.
- Recommend to the Program Coordination Committee for their consideration

modifications to organization-wide elements of the program.

- Make other modifications to the program, as deemed necessary by the committee.
- Review this terms of reference and recommend any changes the committee deems necessary to the Program Coordination Committee;
- Train new committee members on roles and responsibilities of membership on the committee;
- Conduct regular meetings;
- Submit a yearly work-plan to the Board 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
- Submit an annual report to the Annual General Meeting;
- Make recommendations to the board, 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 committee, and copies of such submitted or otherwise made available to the national office on a quarterly basis.

4. Accountability

The Committee is a standing committee of the Board of Directors of Paddle Canada and reports to the Board through the committee chair.

5. Composition

The committee will consist of not more than eight voting members. At least six of the members will represent the instructors in the various regions of Canada. The Committee will annually determine how best to group the provinces and territories to ensure appropriate regional representation within their discipline. In addition, the membership of the Camping Program Committee will also fairly represent all of the paddling disciplines within Paddle Canada.

The Paddle Canada Executive Director will be an ex officio non-voting member of the committee.

6. Chair

The Chair shall be chosen by the committee members for a 3-year renewable term and will act as a neutral facilitator. In the case of a tie the chair will cast a deciding vote.

7. Qualifications for membership

- Committee members must be members of Paddle Canada.
- Committee members must be actively instructing in the national program.
- Committee members must possess sufficient skill and experience to be able to contribute effectively to the work of the committee.
- It is preferred that Committee members hold instructor trainer status in the appropriate discipline.
- Committee members must actively endorse and promote the program.
- Committee members should act as leaders in the respective community and advocates of the national program.

8. Duration of Term

Committee members are appointed for a three year renewable term provided the member continues to be an active contributor to the committee (participates in a majority of meetings and discussions) and continues to meet the qualifications for membership, above.

Membership on the committee will be solicited from Paddle Canada Members active in the program. The Committee will review and choose the most appropriate nominee. Considerations should be made for the value of new perspectives when selecting committee members.

9. Advisors and Sub-committees

The committee may appoint advisors and sub-committees, as it sees fit, to expand the resources of the committee and support the national programs.

Advisors are not full committee members and therefore have no voting privileges. Advisors can provide advice, feedback, and opinion on committee deliberations and issues when requested. Advisor status is for a one-year renewable term and are not required to attend the committee meetings.

Sub-committees are struck as required to address specific tasks and to make recommendations to the committee. Sub-committees are dissolved when the task is complete.

10. 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.
- Committee members are expected to communicate and solicit feedback from instructors in their geographic region on relevant 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.
- 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.

11. Removal of Committee Members

A committee member may resign from the committee by informing the Chair 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 Chair 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.

A member may be removed from the committee, by a motion thereto carried by at least a 60% majority of the other committee members, if the member in question:

- Is not active in the committee (participates in at least 50% of meetings and discussions), or
- Demonstrates aggressive, demeaning or combative behaviour towards any other member of the committee, or
- No longer meets all the "qualifications for membership", as outlined above.

The policies in this section also apply to Advisors and Sub-Committee members.

12. 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. 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.

Electronic communication can replace meetings where deemed appropriate by the Chair. When electronic communication is used to vote on a proposal, any member who does not register their vote within a reasonable period (as communicated by the Chair - normally 7 days) shall be deemed to vote in the affirmative.

In order to carry on business, greater than 50% of the current members must be at the meeting or involved in the discussion (as is the case in electronic communication).

13. Meetings

The timing and frequency of meetings will be at the discretion of the Chair with input from the committee but will be not less than semi-annually.

14. Finances

No member of the Committee shall receive remuneration for participating on the committee.

An annual budget for the committee will be submitted to the board by the Chair for the board's approval. Any expenditure of funds necessary to the function of the Committee shall be paid for by the National office.

15. 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, regional 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, the committee, and the entire Paddle Canada organization.

16. Confidentiality

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

17. Ownership of Work

Unless otherwise agreed in advance, all material created by members of the committee or the committee as a whole will automatically become copyrighted property of Paddle Canada without any remuneration or acknowledgement for the committee members.

18. Minutes and Records

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

The Committee 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.

Electronic means are suitable for the maintenance of minutes and records.

Approved by the Board of Directors December 2021