

Terms of Reference

Springwater Sports Heritage (Board)

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Springwater Sports Heritage
(A Board of Council)

Name

The Board of Council shall be known as “Springwater Sports Heritage” (SSH).

Purpose

SSH’s purpose is twofold:

- a. To digitally chronicle, preserve and provide internet access to Springwater’s sports heritage.
- b. To ceremoniously acknowledge and exhibit the awards of exceptional sporting contributions and achievements of Springwater’s Athletes, Builders and Teams.

Vision

In support of cited purpose the SSH will establish and maintain an internet-based archive to accommodate and accumulate Springwater’s Sports heritage. To enhance access and the preservation of Springwater’s sports heritage, SSH is amassing a digital archive of documents, memorabilia and recordings. The internet-based platform approach provides a foundation for enormous development, storage and securing of Springwater’s valuable sports related history.

It’s also the goal of SSH to establish a minimum of one “bricks and mortar” location to provide a privileged site where visitors can view the recognition and awards of Springwater’s Athletes, Builders and Teams inducted into a SSH Hall of Fame. SSH will initially display its awards in an area open to the public in the Elmvale Community Arena. This temporary area will be used until a dedicated SSH Hall of Fame becomes a reality. Additional sites of varying size and scope from temporary mobile presentations to substantial permanent areas will be considered.

To provide access flexibility and distribution the SSH Hall of Fame will be digitally emulated within the SSH internet-based archive.

Responsibilities of the Board

The SSH provides leadership, governance, succession planning, operational and strategic accountability. The SSH is governed by an established codified constitution available to the public on the SSH website.

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Composition of Board

SSH is a non-profit organization composed of volunteers that have established an operational relationship with the Township of Springwater. The affairs of SSH are governed by a Board composed of nine (9) Directors and two (2) ex officio members for a total of eleven (11)

The eleven (11) SSH Board positions are:

- Chairperson (1)
- Vice Chairperson (1)
- Past Chairperson (1)
- Secretary-Treasurer (1)
- Directors (5)
- Ex officio (2)

All ex officio members of the Board are afforded the same rights as the Directors, including debate, making formal motions, and voting. The ex officio members are:

- a. One (1) member of Springwater Township Council.
- b. One (1) SSH inductee.

Meetings

The Board shall convene an Annual General Meeting (AGM) no later than three (3) months after the end of the Business Year. A minimum notice period of four (4) weeks shall be advertised for the AGM.

The Board will undertake a sufficient number of meetings each calendar year to conduct its necessary business.

Reporting

The Board will report to Council through the Board Meeting Minutes.

Board Committees

The Board may establish and support the committees necessary to manage the affairs and further the purposes of the SSH. These committees may be Standing or Ad Hoc. All committees will be chaired by a Board member unless otherwise established by the Board. The committee membership makeup should reflect pertinent expertise and may include a mixture of members from the Board and the community. Reporting requirements and frequency will be part of the mandate when the committee is created.

Standing Committees

The following are the five (5) existing Standing Committees and their primary objectives:

- a. **Induction Committee**

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Create & implement an inductee nomination & selection process that culminates with an awards presentation

b. Facilities & Displays Committee

Investigate Hall designs, locations, display opportunities, presentation awards & memorabilia possibilities

c. Financial Planning Committee

Assemble & scrutinize budget. Prepare & execute sponsorship & funding strategies

d. Promotion Committee

Prepare & execute communication strategies with individuals, Sport Associations, Media & Governments

e. Sports Heritage Committee

Digitally facilitate procurement, organization, creation, preservation, promotion & dissemination of sports heritage

Supporting Resources

To assist with its duties and responsibilities, the Board has established working agreements with Professional Advisors and the Township of Springwater. The operational relationship agreed to with the Township of Springwater provides access to numerous key resources and staff for guidance as may be required. Anticipating the possible need for professional support SSH has prearranged agreements with accounting and legal advisors to accommodate any necessary legal or accounting guidance that may arise.

Township Responsibilities

Township of Springwater Will:

- a. Through Township Staff and their broad resources provide relevant assistance to support SSH's activity.
- b. Provide one third (1/3) of the Elmvale Community Arena display case for SSH to display objects recognizing SSH Hall of Fame Inductees.
- c. Provide wall space, electrical connection and internet connection in the Elmvale Community Arena lobby for display of the SSH digital archive.
- d. Fulfill the role as treasurer.
- e. Be responsible for the appointment of an Auditor to prepare the Annual Financial Statements of the Board.
- f. At the request of the Board, provide financial reports, including the audited yearend Financial Statements.

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Financial Obligations of the Board

- a. It shall be the responsibility of the Board to prepare an Annual Budget which is balanced and does not result in a projected operating deficit.
- b. It shall be the responsibility of the Board to fundraise for the ongoing operations of the Board.
- c. In the event that there is a yearend surplus, the surplus shall be brought forward as the opening balance for the next year's budget.
- d. In the event that there is a yearend deficit, the deficit shall be brought forward as the opening balance for the next year's budget.

Terms of Office and Vacancies

Directors serve a two-year (2) term and additional terms if prepared to do so and if duly elected. The inaugural Board will have some Directors' terms set at three (3) years to help provide consistency. When possible, to help provide stability and consistency, the Board will endeavour to minimize the number of Directors being replaced at any one time. Ex officio members' "Term of Office" is the responsibility of the group they represent.

Director Vacancies

As a result of term expirations, retirements, removals and/or resignations Director vacancies will occur. When a Director vacancy arises the Board will solicit new Directors to serve as needed. Each new Director will be approved by an absolute majority (6) vote of the Board. If Director vacancies exist the required number of votes for an absolute majority will be based on the actual number of positions that are occupied. In the event that a Director is unavailable for a temporary period a substitute may be appointed by the Chairperson on an ad hoc basis. Anyone wishing to be considered as a Director of the SSH should inform the Board in writing. All valid requests will be considered when it is necessary to fill a vacancy.

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Election of Executive

The SSH Executive consists of a Chairperson, a Vice Chairperson, a Past Chairperson and a Secretary-Treasurer elected from the nine (9) Directors. The Board shall convene immediately after the AGM for the purpose of electing the Executive from among the Directors. The Past Chairperson, or an appointee from the Board not standing for election, shall manage the election of the new Executive. The election for all contested positions shall be by secret ballot. In the event of a retirement, resignation or removal of an Executive member, the Board shall follow this same practice and elect a replacement within a reasonable time for the unexpired term.

Remuneration and Expenses

The Directors and Committee members shall serve without remuneration in the performance of their duties. Where appropriate certain expenses may be approved in advance to assist Directors and Committee members as determined by the Board. Ex officio members of the Board remunerations and expenses are the responsibility of the group they represent.

Collaboration

The Board and Committees will use a proactive collaborative approach to cultivate positive interactions with Springwater sports enthusiasts, Sports Associations and a growing network of libraries, archives and other institutions to support the documentation and recognition of Springwater's sports heritage.

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Authority Signatures


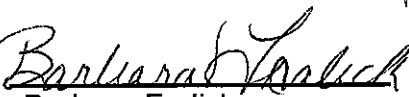

Signed at ELMVALE, Ontario, this 16th day of MAY, 2014.

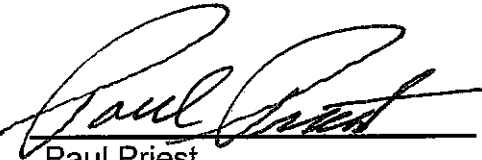
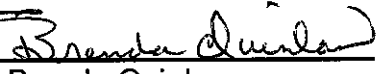
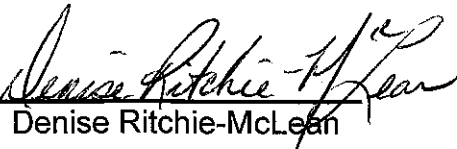
Head of Council


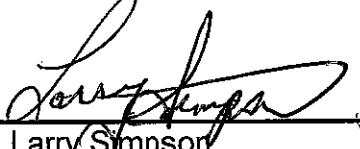



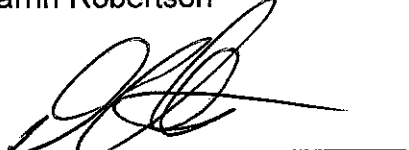

Mayor Linda Collins

Springwater Sports Heritage

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|  _____ Frank Archer |  _____ Barbara Fralick |  _____ Brad MacDonald |
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|---|---|---|
|  _____ Paul Priest |  _____ Brenda Quinlan |  _____ Denise Ritchie-McLean |
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|  _____ Darrin Robertson |  _____ Larry Simpson |  _____ Mike Townes |
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|  _____ Township ex officio (1) Councilor Dan Clement Deputy Mayor Dan McLean |  _____ Inductee ex officio (1) |
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**ORGANIZATIONAL STRUCTURE
Board & Standing Committees
Springwater Sports Heritage**

