

SCHEDULE B

TERMS OF REFERENCE

MISSION STATEMENT:

To maximize the opportunity for, and participation in, recreational and cultural activities, for the residents of all ages of the Town of Teulon and the RM of Rockwood with a view to assuring that those activities are culturally and linguistically appropriate.

GOALS:

Programming – To encourage the development of public recreation programs which will include physical recreation, social recreation, artistic and groups' recreation, intellectual recreation and audience entertainment based on identified need.

Leadership Development – To promote a high standard of recreation leadership in order to maintain a high quality of programs and services.

Volunteer Development – To encourage and promote volunteerism as an integral part of the community.

Resource – To facilitate the exchange of information between community groups and the government, funding bodies, regional and provincial organizations concerns with seniors, youth, the disabled, volunteer and professional development.

Public Education and Awareness – To promote the value of Recreation and the important contribution that it makes to lead a healthy lifestyle.

Facility – To provide access to resources that would encourage sustainable multiuse facilities.

LEVEL OF AUTHORITY OF THE COMMISSION

- a) The commission will be responsible for submitting minutes of meetings, monthly financial statements and annual financial reports to each participating municipal partner.
- b) The commission advises and guides the recreation director, providing direction, supervision and support, establish and approves policies including their goals and outcomes, to be able to organize recreation within the district.
- c) The commission will operate within its established constitution and budget and will have no authority to incur expenses on behalf of either sponsoring municipal partner or the school division. Once a year the Director's annual report is presented to the partners as identified in Schedule A.

MANAGEMENT STRUCTURE – EXECUTIVE POSITION DESCRIPTION

The Commission shall consist of a chairperson, vice-chairperson, secretary, treasurer, board members and a recreation director.

Chairperson:

- responsible for scheduling and presiding monthly meetings;
- prepares agenda for all meetings in consultation with the recreation director
- liaising with the Recreation Director on various issues;
- ensuring that all by-laws and schedules pertaining to recreation are adhered to at meetings and in the overall operations of the Commission;
- maintain order during meeting procedures;
- has the authority to call special meetings;
- has the authority to cast the deciding vote the event of a tie;
- has co-signing authority along with the treasurer for the commission;
- acts as a commission spokesperson in the community;
- sits as an ex-officio member on all committees.

Vice-Chairperson:

- responsible for carrying out the duties of the Chairperson, as listed above, in his/her absence.

Secretary:

- responsible for maintenance of accurate records and correspondence;
- responsible for recording meeting minutes of each meeting and distributing minutes, meeting notes, agendas and correspondence to each board member;
- maintains a list of unfinished business with dates for completion.

Treasurer:

- keeps accurate records of all monies received and distributed;
- has co-signing authority with the Chairperson;
- prepares financial reports for all meetings;
- in consultation with the recreation director, prepares financial statements and budgets.

COMMISSION MEMBERS JOB DESCRIPTION

a) There is a close cooperation between the partners, the commission and the recreation director.

b) The commission has made a point of hiring a professional, reliable recreation director. The commission supervises the director, who provides written monthly reports. The goal is to enhance and enrich the community by using all available resources to the fullest.

c) To report to the partners, on a regular basis, the plans and activities of the commission. The commission has a strong community profile, with a cohesive team of individuals whom the partners support.

d) To be aware of and to have knowledge of the recreation activities in the community, whether they be operated by special interest groups, by agencies, organizations and institution, by clubs or by individuals.

- e) To act as a channel of communication by obtaining and passing on information related to recreational interests.
- f) The commission shall set goals and outcomes for the recreation commission and recreation director and modify on an annual basis.
- g) To provide a review and evaluation of recreation director's performance with reference to the goals and outcomes set for the year.
- h) Authorize and control expenditures within approved budget, where applicable.
- i) To set the policies for the operation of the recreation department, its programs and facilities in the community.

FINANCIAL MANAGEMENT

The Commission's budget is approved by the members. The financial condition of the municipalities, the recreation needs of the municipalities and the costs of personnel, services, supplies and equipment are all taken in consideration in the preparation of the budget.

The Commission shall ensure that the annual report is made available to participating municipalities in a timely fashion.

The financial records are audited by the municipal authority once a year and the audited financial statements are set to the Commission upon completion.

MEETING MANAGEMENT

The Commission sets monthly meetings. The chairperson may call a special meeting to be held. Quorum must be met for a special meeting to take place.

The secretary is responsible for taking accurate minutes of each meeting, which are signed by the chairperson and the secretary and kept in an official minute book. The minutes are typed and circulated to the commission members, municipal councils and school board as soon after the meeting as possible.

The commission shall establish committees as needed and such committees shall report back to the commission as needed.

LINES OF COMMUNICATION

The commission shall employ a recreation director to carry out the goals of the commission. The recreation director shall:

- a) Consult with community, community organizations, the school division and municipal partners in order to serve the needs of the communities;

- b) Report to the recreation commission and take direction from the commission;
- c) Assist the commission in establishing goals, preparing a budget, and submitting reports;
- d) Work with each community organization and volunteer group to maximize opportunities for all community members to participate and benefit from recreational and cultural activities.

The Commission members are responsible for advising their Councils of the progress of the Commission, by keeping them informed as to the programs, grants, etc. that the Recreation Director is presently involved within their area. Copies of the Recreation Director's monthly report and the minutes of each meeting are sent to the Municipal Councils and School Divisions.

The orientation package for Commission members of the Teulon-Rockwood Recreation Commission will include:

1. By-Laws, regulations and policies of Recreation Commission
2. Statement of outcomes, missions statement and function of the Commission
3. Copy of Annual Reports
4. List of names, positions, addresses, and telephone numbers of Commission members and staff
5. Minutes of recent meetings
6. Financial structure of Commission, its source of income and budget
7. Organizational Chart
8. Provincial Policy Statement on Sport
9. Provincial Policy Statement on Recreation
10. Recreation Opportunities Program guidelines

STAFF MANAGEMENT

| The board shall provide direction and supervision to the recreation director.