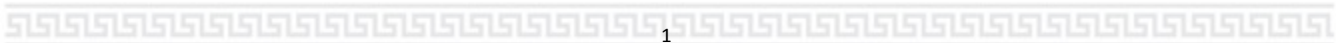




## TERMS OF REFERENCE

Name	PTSO Council (PTSOC)
Mandate	The PTSO Council is a Program Advisory Committee of Wrestling Canada Lutte (WCL) reporting to the Executive Director and provides a forum for identifying and proposing recommendations on operational and policy matters of consequence to the PTSOs and WCL. The Council will also facilitate collaboration among Members in addressing common responsibilities.
Key Duties / Responsibilities	<ol style="list-style-type: none"> <li>1. Review and make recommendations about member services.</li> <li>2. Identify provincial program needs relative to meeting strategic plan priorities.</li> <li>3. Identify and provide feedback about operational matters to be referred to WCL staff and committees or policy development needs to be referred to the BOD.</li> <li>4. Create the avenue for PTSOs to share programs and strategies and discuss common problems and challenges.</li> </ol> <p>Duties of the Chair:</p> <ul style="list-style-type: none"> <li>– Develop the agenda for meetings in consultation with Council members, the President and the ED</li> <li>– Chair the meeting and ensure that the committee makes recommendations within its mandate and organizational policies and plans</li> <li>– Ensure communication of the committee’s recommendations and actions to the Executive Director</li> <li>– Represent the council to the BOD and the Members</li> <li>– Prepare written reports of recommendations, progress or any other relevant information for submission through the Executive Director to the BOD and Members</li> <li>– Stay informed on relevant organizational policies</li> <li>– Ensure that committee members are informed of all critical matters</li> </ul>
Authority	<p>May from time to time invite to its meetings such other individuals as it deems can contribute to the work of the Committee (eg. consultants).</p> <p>Can schedule meetings and other activities to facilitate decision-making.</p>





	<p>Review and make recommendations to revise terms of reference.</p> <p>Individually, provincial representatives are accountable to their associations for appropriately representing their perspective and for communicating back to their associations the outcomes and discussions of the PTSOC.</p>
Composition	<p><b>MEMBERS:</b></p> <ul style="list-style-type: none"> <li>- The PTSOC shall be comprised of one delegate per PTSO named by the PTSO on an annual basis at the time of the Annual Meeting.</li> <li>- President</li> <li>- Executive Director</li> </ul> <p><b>CHAIR:</b></p> <p>The PTSOC Chair is elected on an annual basis by the member delegates from among themselves. There is no limit to the number of terms that a Chair can serve.</p> <p><b>TERMS / VOTING:</b></p> <ul style="list-style-type: none"> <li>-Decision-making is by majority vote. Quorum shall be the majority of committee members</li> <li>-Each member will have one (1) vote. There are no proxy votes.</li> </ul>
Meetings	<p>The Council will meet by teleconference quarterly and if required, at the call of the Chair. One PTSOC meeting will be held in person, in conjunction with the Annual Meetings, such that the meeting schedule does not overlap with BOD meetings.</p>
Staff Support & Resources	<p>The Council will work within the established WCL budget. It is expected that provincial staff and/or WCL staff would participate in meetings on relevant topics.</p>
Reporting	<p>Reporting through the Executive Director, as follows:</p> <ul style="list-style-type: none"> <li>- Meeting minutes and notes will be maintained</li> <li>- Updates provided for BOD meetings</li> <li>- The Council will report to the Members at the Annual Meeting of Members in the form of a written report</li> </ul>
Approval and Review	<p>Terms of Reference were approved by the Board on June 23, 2017. This document will be reviewed every two (2) years by the Committee and the Board and will be updated by the Board as required.</p>

