



Terms of Reference

Member Council for Sport NB

1. Purpose

The Member Council ("the Council") is a standing committee of the Board of Directors for Sport NB. The purpose of the Council is to facilitate collaboration, decision-making and provide recommendations to support members with essential services, resources and connections across all Sport NB departments.

2. Objectives

The Council will:

- Provide feedback on the effectiveness of member services and provide recommendations for improvement.
- Foster a culture of continuous learning and professional growth.
- Present new potential initiatives that expand member services.
- Represent the interests and concerns of its members, ensuring their voices are heard within the larger organization.
- Facilitate communication between members and leadership or between different departments within an organization.
- Identify and provide recommendations for solving problems or challenges faced by members.
- Promote transparency, communication, and accountability.

3. Membership

- The Council shall be composed of a maximum of 12 members.
- The Council Chair shall be a Sport NB Board member and will be appointed by the Sport NB Board.
- Membership from Sport NB will be comprised of at least one Board member and at least one staff member.
- Membership from the Members can be comprised of representatives from both Full and Associate Sport NB members. Members must be in good standing with Sport NB to be able to nominate a representative from their organizations.



4. Roles and Responsibilities

The Council shall:

- To act as a voice for members.
- Play a connecting role.
- Collect and communicate feedback from members.
- Advocate for members' interests and concerns.

The Chair shall:

- Collect agenda items and circulate an agenda prior to each meeting.
- Keep notes during the meetings and circulate notes to the Council members following each meeting.
- Report back to the Sport NB Board on Council activities and discussions at every Board meeting.

5. Nominations

Call for Nominations: A formal call for nominations will be issued to the members annually, inviting qualified individuals to express interest.

Submission of Nominations: Interested candidates must submit an expression of interest, including a statement of interest and relevant qualifications. This expression of interest should clearly outline the candidate's experience in and connection to the criteria for selection listed below.

Selection and Appointment: The slate of nominees will be selected by the Sport NB representatives on the Council (Board and staff members). The selected nominees will be contacted by a Sport NB representative to confirm their selection.

All individuals involved in the nomination process must disclose any conflicts of interest.

Criteria for Selection

Council members will be selected based on:

- *Professional Expertise and Leadership:* Experience and demonstrated leadership in PSO administration/board, sports development, or related fields.



- *Commitment to the Council's Goals:* Willingness to actively contribute to advisory discussions and initiatives. Availability for meetings will be taken into consideration as well.
- *Diversity and Inclusion:* The Council membership should reflect a variety of perspectives from different sports types, equity-owed populations, and sizes of organizations.

6. Meetings

The Council shall meet at least 3 times per year, with additional meetings as required. (e.g., June, October, and February).

7. Authority

The Council is advisory in nature and shall operate under the authority of the Sport NB Board of Directors. It has the power to make recommendations but does not have decision-making authority unless specifically delegated by the Board.

8. Council Length of Terms

With a focus on continuity, equity, and balanced representation, the Council will be structured with staggered terms.

For the first cohort of members on the Council, half will serve a one-year term and the other half will serve a two-year term to set the future iterations of the Council up for staggering terms. Following the first year, all Council members will serve two-year terms.

9. Review and Amendments

These Terms of Reference shall be reviewed annually by the Council and the Sport NB Board to ensure continued relevance and effectiveness. Amendments will be recommended by the Council for adoption by the Sport NB Board.