



COMMITTEE ON DUES AND FEES TERMS OF REFERENCE

Effective date	March 22, 2021
Date last reviewed	March 22, 2021
Scheduled review date	2022
Replaces and/or amends	Committee on Fees and Dues Terms of Reference - January 2014
Approved by and date	RCA Board, March 22, 2021
Archived date	n/a
Appendix(-ces) to this Policy	Appendix 1 - Committee Schedule

Name:

The **Committee on Dues and Fees** shall be a duly constituted committee and shall operate at the pleasure of the Rowing Canada Aviron (RCA) Board of Directors.

Mandate:

The Committee on Dues and Fees is a Standing Committee of RCA. It is responsible for monitoring, reviewing, and where warranted, recommending changes to the dues charged to members and fees to registered participants.

Terms of Committee Members:

Members will serve terms of one year and may serve multiple terms. Should there be a vacancy on the Committee, for any reason, the vacant position will be filled by the Provincial Rowing Association(s) who appointed the original member. Terms will coincide with the RCA financial year, which is from April 1st to March 31st.

Composition:

The Committee will be composed of 7 registered participants in good standing with RCA, as follows:

- 2 from rowing clubs (1 small, 1 large) in BC and Yukon
- 2 from rowing clubs (1 small, 1 large) in Ontario
- 1 from a rowing club in the Prairie region (Alberta, Saskatchewan, Manitoba, Northwest Territories and Nunavut)
- 1 from a rowing club in Quebec
- 1 from a rowing club in the Atlantic Region (New Brunswick, Nova Scotia, Newfoundland/Labrador and Prince Edward Island)

These members will be selected by the relevant Provincial Rowing Associations, or in the case of Regions, by the Provincial Rowing Association in that region acting in concert, according to their own process and criteria.

The Chair of the Committee will be selected by its members at its first meeting each fiscal year.

The Treasurer will be an ex-officio member of the Committee, carrying no vote. As an ex-officio member of all RCA committees, the President will also be a non-voting, ex-officio member.

Succession:

The Chair of the Committee shall ensure that Provincial Rowing Association presidents and the Provincial Director are reminded at the Semi-Annual Meeting of the need to (re)appoint representatives to the committee by April 1st and should follow-up as necessary to achieve that.

While appointments to the committee are entirely up to the Provincial Rowing Associations, for continuity of committee knowledge and expertise, provinces with two representatives (BC and Ontario) should be encouraged to stagger their appointments. Similarly the Atlantic and Prairie Regions and Quebec should be encouraged to not replace all three representatives in the same year.

Key Duties:

In fulfilling its mandate, the Committee will perform the following key tasks:

- Gather the necessary information on different dues and fee structures and registrations systems across the country to inform its discussion on dues and fees;
- Review RCA's previous year's registration reports;
- Be mindful of RCA's budget needs in formulating its recommendations;
- Be aware of any reporting requirements of provincial funders or of RCA funding partners such as Sport Canada and Own the Podium;
- Liaise with the CEO as required;
- Keep the Board apprised of its deliberations;
- Submit its recommendations to the membership at each Semi-Annual Meeting; and
- Perform such additional tasks as may be delegated to the Committee by the Board from time to time;
- Prepare a final report outlining the committee's work and recommendations.

Meetings and Resources:

The Committee meetings will be online or by telephone or email, as required. Meetings will be ascalled by the Chairperson. The Committee will receive the necessary information and resources from RCA to fulfill its mandate.

Reporting:

The Committee will report to the Board verbally at least 60 days before the Semi-Annual Meeting and will report to the members at each Semi-Annual Meeting in the form of a written report. Any recommended change to dues and fees charged to members or

registered participants must be approved by the members. If the members do not approve a recommended dues and/or fee change, then dues and/or fees will remain unchanged for the next year.

Appendix #1 – Committee Schedule

The following is tentative guide for each new committee to consider and revise, as circumstances dictate and as they see fit, soon after the beginning of their term.

- April
 - overview orientation from Treasurer
 - review the previous committee's recommendations on Dues and Fees made to the Semi-Annual Meeting and their reception by the membership.
 - review the previous committee's recommendations, if any, on the functioning of the committee
 - review the previous committee's recommendations on commitments, tasks or challenges for the upcoming year
 - define a tentative schedule for the committee year

- April to September
 - address any committee tasks that are not dependent on data not yet available

- September
 - detailed orientation from Treasurer

- October (early)
 - review of relevant financial and participant data
 - identify and request any additional data deemed necessary
 - formulate initial Dues and Fees recommendation(s) position or options

- October (2nd half) – November (first half)
 - committee to seek consensus on recommendation(s)
 - committee members to communicate as necessary/appropriate with PRA presidents

- November (second half)
 - committee to finalize recommendation(s) to Board

- January (Semi-Annual meeting)
 - committee chair (or designate) to submit committee recommendation to membership

- February / March
 - review Semi-Annual Meeting voting results for any lessons to be learned
 - prepare a report for the incoming committee – see April