



OWIFA Association Committee – Terms of Reference (ToR)

Type: Standing Committee

Reporting to: Board of Directors

Effective Date: February 23, 2026

Review: Annually, or as directed by the board

Terms of Reference

1. Purpose

The Association Committee provides a formal mechanism for Member institutions to contribute structured input to the strategic direction, priorities, and policies of OWIFA.

The Committee supports transparency, communication, and collaboration between Members and the Board of Directors.

2. Authority

The Association Committee is advisory in nature.

The Committee:

- has no decision-making authority;
- has no financial authority;
- may provide recommendations to the Board for consideration.

Final authority remains with the Board of Directors.

3. Composition

- One (1) representative appointed by each Member institution.
- The Chair must be a current Director of the Board of Directors
- The President serves as ex-officio, non-voting.

4. Responsibilities

The Committee shall:

- Provide feedback on strategic priorities and league direction.
- Act as a consultation body on major initiatives and policy changes.
- Identify emerging issues affecting Member institutions.
- Support two-way communication between Members and the Board.
- Promote transparency and shared understanding of decisions.



5. Meetings

- Meetings occur at least twice annually or as required.
- Meetings may be held virtually.
- Quorum consists of a simple majority of participating Member representatives.

6. Reporting

The Chair reports Committee discussions and recommendations to the Board.

7. Term

Members serve one-year renewable terms aligned with the league season.

8. Representation, Conflict of Interest & Conduct

8.1 Representative Capacity

Members of the Association Committee serve as designated representatives of their respective Member institutions.

In fulfilling their role, representatives are expected to:

- communicate the perspectives of their institution in good faith;
- consider the broader interests and sustainability of the league; and
- engage constructively in collective discussion.

Representation of institutional interests does not constitute a conflict of interest in itself.

8.2 Conflict of Interest

Where a matter under discussion may provide a direct and disproportionate competitive, financial, or reputational benefit to a specific Member institution, the representative shall:

- declare the nature of the interest; and
- participate transparently in discussion.

Because the Committee is advisory only and holds no decision-making authority, recusal is not automatically required. However, the Chair may request recusal where participation would materially compromise the integrity of the discussion.

8.3 Good Faith Participation



Committee members shall:

- engage respectfully and constructively;
- avoid using Committee discussions to secure improper advantage for their institution;
- maintain confidentiality where required;
- avoid representing Committee discussions publicly as binding decisions of the league.

8.4 Advisory Nature

- Committee discussions and recommendations do not constitute league policy or direction until formally approved by the Board of Directors.
- Members shall not represent advisory outcomes as final decisions.