



## **OWIFA Operational Committee — Terms of Reference (ToR)**

**Type:** Standing (Operational) Committee

**Reporting to:** Board of Directors

**Effective Date:** November 1, 2025

**Review:** Annually, or as directed by the Board

### **1) Mandate & Purpose**

The Operational Committee supports the day-to-day management and implementation work of OWIFA within the scope delegated by the Board, bringing forward recommendations on operations, season delivery, participant services, safety implementation, logistics, and related policies/procedures. The Committee acts under authority delegated by the Board (which may prescribe duties and terms of reference and delegate powers, duties and functions).

### **2) Authority & Limits**

- The Committee may investigate, consult, and draft operational recommendations for Board decision.
- The Committee **does not** have authority to bind OWIFA, set or incur debts, or commit funds unless expressly authorized by Board resolution.
- Operational execution remains under Board oversight; the Board retains the powers of the Corporation and may delegate as needed.

### **3) Composition & Appointment**

- Members (including the Chair, if designated) are appointed and may be removed by the Board at any time.
- The President is **ex officio, non-voting** on all standing/ad-hoc committees.
- The Committee may invite non-members/subject-matter experts to attend specific items, without voting rights, as needed (at the Chair's discretion and subject to confidentiality requirements).

### **4) Responsibilities**

- Deliver an annual operational workplan aligned to the Board's strategy and policies; recommend operational policies/procedures for Board approval where required.



- Monitor in-season operations, identify risks and mitigations, and escalate matters beyond delegated authority to the Board.
- Coordinate with relevant volunteers, officials, and administrators to implement Board-approved plans.

### 5) Meetings & Records

- Meets as required to fulfill the mandate; may meet by teleconference or other electronic means that allow all participants to communicate adequately. (Telecommunications meetings are expressly permitted for the Board; committees may use similar practice under Board delegation.)
- Minutes are kept and submitted to the Board. **Committee records are treated as confidential** and not released publicly unless authorized by the Board (Board meetings are closed to members/public; Board minutes/resolutions are confidential; committees operate under Board-delegated authority).

### 6) Confidentiality & Privacy

Committee members must keep non-public discussions, materials, and personal information obtained through committee work confidential, and handle them in accordance with OWIFA's confidentiality/privacy policy (and any applicable laws). (Board meetings are closed; Board records are confidential—committee proceedings follow the same expectation unless the Board decides otherwise.)

### 7) Decision-Making

- The Committee aims for consensus. Where a vote is required, the Chair determines the method (show of hands, verbal, or electronic). The Committee forwards **recommendations** to the Board for decision where Board approval is required. (Board retains final decision-making; majority vote governs Board decisions.)

### 8) Conflict of Interest

Members disclose any actual or perceived conflict at the earliest opportunity, refrain from debate/voting on the item, and follow the By-laws and the Act. (Board powers include establishing and enforcing policies on disputes/discipline; the Committee follows those policies.)

### 9) Reporting



- Provides written minutes and a brief summary of decisions/recommendations after each meeting to the Board Secretary/Registrar. (The Secretary/Registrar is responsible for minutes and records under the By-laws.)
- Submits an annual report against the operational workplan to the Board.

#### **10) Review & Dissolution**

The Board may amend this ToR, adjust composition, or dissolve the Committee at any time.