



Terms of Reference
Ethics Committee
Approved by Board of Directors

Composition

- President (Chair)
- 1 to 3 members at large

If any committee members are in a conflict of interest position, they will be suspended from the committee while it is addressing matters where the member is in a conflict of interest.

Responsibilities and Authority

The Ethics Committee is responsible to, and operates under the direction of Rope Skipping Alberta's Executive Committee. The Ethics Committee may be accessed by any member in good standing. The committee shall deal with discipline matters and dispute resolution matters that fall outside of the scope of routine decisions governed by Rope Skipping Alberta's policies or bylaws.

Function

- Ensure that a discipline matter or a complaint falls under Rope Skipping Alberta's authority before initiating disciplinary proceedings, complaint investigation, and resolution process.
- Ensure that all prerequisite steps have been fulfilled before initiating disciplinary proceedings or an investigation and resolution process.
- Consult, as needed, with Sport Law & Strategy Group on complex issues.
- Report committee involvement in disciplinary matters and decisions of the Ethics Committee in dispute resolution matters to the Executive Committee.
- Maintain confidentiality of all information that comes into their possession during their involvement on the committee and after their term has concluded.
- Develop, review and maintain written procedures periodically to ensure that effective processes are in place.
- Provide all documentation obtained, used, or generated to the Association to be confidentially retained for a period of seven years, or longer if required by law.
- Submit reports for the Board of Directors meetings and Annual Report for the Annual General Meeting as requested.
- Prepare and submit initiatives for consideration for inclusion in the Strategic Plan, Business Plan, and budget for approval by the Board of Directors as requested.
- Ensure that meeting minutes are maintained and provided to the President and Secretary following each

meeting, ensuring that proper *in camera* procedures are followed as needed.

- Provide a list of Committee Members annually for approval by the Executive Committee.
- Ensure that the Terms of Reference for the Committee is accurate and maintained, and recommend changes to the Board of Directors for approval as required.

Amended: June 4, 2017