



**Terms of Reference
Officials Committee
Approved by Board of Directors**

Composition

- Committee Chair (appointed by the Board of Directors)
- Board Liaison (Director)
- Competition Committee Representative
- At least one Difficulty Judge
- At least one Creativity A Judge
- At least one Creativity B Judge
- Up to three additional members as required to ensure representation from at least five RSA clubs
- President (ex-officio)

An individual may fill multiple composition requirements, except for the President.

Responsibilities and Authority

The Officials Committee is responsible to and operates under the direction of Rope Skipping Alberta's Board of Directors. It is mandated by the Board of Directors to oversee all elements of officiating, including the development of judges and competition officials such as technical committee members, results team, marshals and announcers. The Officials Committee provides direct oversight of the Judges Coordinator(s).

Function

- Review the plans of the Judges Coordinators to ensure adequate training opportunities.
- Provide logistical support to the Judges Coordinator(s) as required.
- Ensure that the position description for the Judges Coordinator(s) is accurate and maintained, and recommend changes to the Board of Directors for approval as required.
- Develop training plans and function descriptions for all competition officials aside from judges, and reviews and updates them annually.
- Develop and executes officials' surveys following each competition.
- Recommend an officials' recognition strategy to the Board of Directors.
- Develop an officials' development pathway for officials in Alberta.
- Prepare communications for the Association's Social Media Coordinator and Secretary to be included on the website, social media, and e-newsletters on committee initiatives.
- Submit reports for the Board of Directors meetings and Annual Report for the Annual General Meeting as requested.

- Prepare and submit an annual budget to the Board of Directors for approval.
- 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.
- Provide a list of Committee Members annually and a list of Task Group Members per task presented for approval by the President.
- Ensure that the Terms of Reference for the committee and related tasks group are accurate and maintained, and recommend changes to the Board of Directors for approval as required.

Approved: June 4, 2017