

<b>Governance , Nominating and Ethics Committee</b>	
Mandate	The Governance, Nominating and Ethics Committee is a committee of the Board of Racquetball Canada (RC). Its primary responsibility is the oversight and implementation of annual Board of Director nominations and elections, policies, by-laws and constitution.
Key Duties	<p>The Committee will perform the following key duties:</p> <ul style="list-style-type: none"> <li>• Seek, identify and recruit qualified individuals to stand for election as Directors – in addition to seeking candidates through the usual networking channels within the local sport community, the Committee will also issue an open call for nominations through promotional efforts including, but not limited to, press releases, RC’s website and the websites of RC’s provincial partners, SIRC, other online services where suitable, and advertisements in local newspapers.</li> <li>• Ensure that candidates for election meet the qualifications to serve as a Director, and fulfill the requirements set out in Racquetball Canada’s Bylaws.</li> <li>• Determine what skills and qualities are necessary for the Board to possess</li> <li>• Communicate directly with each candidate to discuss the roles, responsibilities and expectations of a Director.</li> <li>• Promote diversity of the Board in relation to gender, age, language, ethnicity, professional backgrounds, and personal experiences.</li> <li>• Have regard to the specific and desired competencies required on the Board as a whole in soliciting nominations.</li> <li>• In accordance with the Bylaws, oversee all aspects of the election procedures leading up to and at the Annual General Meeting, including identifying and enforcing specific timelines and any other administrative requirements.</li> <li>• Where appropriate, identify individuals for future nomination as Directors and maintain this information for use by future Governance Committees.</li> <li>• Carry out these duties in a manner that encourages a long-term view of RC’s leadership needs, as well as Board succession planning.</li> <li>• Such additional duties as may be delegated to the Committee by the Board from time to time.</li> <li>• Review policies and by-laws and bring forward any changes to the board</li> </ul>
Authority	<p>The Committee will exercise its authority in accordance with Racquetball Canada Operational Plan and with the additional provisions as set out in this Terms of Reference and will do so without interference from the Board, unless described herein.</p> <p>The Committee, with approval from the Board, may establish sub-committees or Task Forces to deal with specific issues in relation to the mandate of the Committee.</p>
Composition	<p>The Committee will be composed of three (3) individuals appointed by the Board. The Board will appoint one of the three (3) individuals to act as the Chair.</p> <p>Members of the Committee will serve terms of three years, which may be renewed by the Board. One (1) member of the Committee will be appointed on a rotational basis for a three (3) year term.</p>
Meetings	The Committee will meet by telephone or in person, as required. Meetings will be at the call of the Chair.

Resources	The Committee will receive the necessary reasonable resources from Racquetball Canada to fulfill its mandate, as approved by the RC Board. The Committee may, from time to time, receive administrative support from Racquetball Canada.
Reporting	Status reports at a meeting of the Board, or full reports at a meeting of the Members, shall be presented by the Chair.
Approval and Review	The Board will review these Terms of Reference on a regular basis, with input from the Committee as required.
Other	

# Finance, Audit and Revenue Generation Committee Terms of Reference

“Organization” refers to: Racquetball Canada \_\_\_\_\_

<b>Finance and Audit Committee</b>	
Mandate	<p>The Finance and Audit Committee is a standing committee of the Board of the Organization. It is responsible for oversight related to corporate auditing and report, financial policies and strategies, and financial risk management.</p>
Key Duties	<p>The Committee will perform the following key duties:</p> <ul style="list-style-type: none"> <li>• Advise the Board on compliance with legal and regulatory requirements.</li> <li>• Determine the adequacy of the Organization’s internal financial controls and procedures for financial reporting to the Board, Members, and funding agencies.</li> <li>• Develop and oversee the implementation of financial policies to safeguard the Organization’s assets and revenue streams.</li> <li>• Review and approve the scope of the annual audit and audit fees to be paid, and annually recommend the appointment of an auditor at the Annual Meeting.</li> <li>• Ensure that any problems, issues or concerns raised by the auditor are promptly and satisfactorily addressed by the Board.</li> <li>• As required, receive reports and advise the Board on any material government investigation, litigation, contractual dispute, or legal matter.</li> <li>• Advise the Board on risk management and insurance policies and programs.</li> <li>• Work with staff to review and assess budgets, and advise on budget recommendations to the Board.</li> <li>• Provide expertise to enhance the quality of Board discussion on financial matters and facilitate effective Board financial decision-making.</li> <li>• Additional duties as may be delegated to the Committee by the Board from time to time.</li> </ul> <p>The Committee will have the authority to conduct investigations and to retain, with the approval of the Board and at the expense of the Organization, the services of outside resources, including legal counsel or other experts.</p>

<p>Authority</p>	<p>The Committee will exercise its authority in accordance with the Bylaws and such additional provisions as are set out in this Terms of Reference, and will do so without interference from the Board.</p> <p>The Committee is a limited agent of the Board in relation to audit matters, and is an active advisor to the Board on all other financial matters. The Committee, with approval from the Board, may establish sub-committees or Task Forces to deal with specific issues in relation to the mandate of the Committee.</p>
<p>Composition</p>	<p>The Committee will be composed of the Director of Finance (who will chair the committee) and two additional persons who are appointed by the Board at the Annual Meeting or at a meeting of the Board. At least one member of the Committee will be a CPA or its equivalent, or will be financially literate as interpreted by the Board in its business judgment.</p> <p>Members of the Committee will serve terms of three years, which may be renewed by the Board.</p>
<p>Meetings</p>	<p>The Committee will meet virtually or in person, as required. Meetings will be at the call of the Chair.</p>
<p>Resources</p>	<p>The Committee will receive the necessary resources from the Organization to fulfill its mandate. The Committee may, from time to time, receive administrative support from the Organization.</p>
<p>Reporting</p>	<p>As a standing committee of the Organization, the Committee operates independently of management and the Board. Status reports at a meeting of the Board, or full reports at a meeting of the Members, shall be presented by the Chair.</p>
<p>Approval and Review</p>	<p>The Board will review these Terms of Reference on a regular basis, with input from the Committee as required.</p>
<p>Other</p>	<p>The provisions of the Bylaws as they relate to the Finance and Audit Committee will also apply.</p>

**Board Approval Date: \_\_ Oct. 2022 \_\_\_\_\_**