



# Bowls Alberta



## YOUTH DEVELOPMENT COMMITTEE

### Objective

The Youth Development Committee is a standing committee of Bowls Alberta (BA). It exists to develop and facilitate programs for the development and support of youth athletes and their clubs in accordance with BA's mission, vision, and values.

### Committee Composition

The BA Board of Directors shall annually appoint a Chairperson for the Committee. .

#### Committee Members:

1. The membership of the committee shall be comprised of between three (3) and five (5) members, one of whom is the Chairperson. One member of the committee should be a BA Director at Large to act as either the Chairperson or as a liaison to the Board.
2. All other committee members shall be appointed by the Chairperson and approved by the Board of Directors. Committee members are appointed for a term of two years.
3. Committee members must be a member in good standing of a BA member club.
4. The BA President and the Executive Director shall be ex-officio and non-voting members of the committee.

#### Duties and responsibilities of the Chairperson:

1. Appoint the members of the committee. Members should be from various zones of the province.
2. Call and chair the meetings of the committee.
3. Make regular reports to the Board.
4. Prepare an annual report and present it to the membership at the AGM.

### Governance

1. The committee reports to the BA Board of Directors who oversee and approve the work of the committee.
2. Committee meeting minutes should be kept and reported to the Board. The minutes should be kept on file by the office.
3. A quorum for committee meetings is set at a majority of its members.
4. Committee members are expected to attend at least 75% of the meetings. If a member misses two consecutive scheduled meetings without prior notification, they are removed from the committee and the Chairperson may appoint a replacement to complete their term.

### Compliance

Committee members are subject to the BA policies (including the code of conduct and conflict of interest policy). It is essential that committee members make decisions for the full Alberta lawn bowling community and not allow personal or their own club interests dictate their input and decision making. They are required to complete and submit a completed Conflict of Interest

Form to the office at the start of their appointment. They are also obligated to disclose any real or perceived conflict of interest and refrain from the discussion of and voting on any such conflicted item at committee meetings.

### **Responsibilities and Deliverables:**

1. Organize and conduct annual Fun Days across the province, or any other youth event considered necessary or appropriate, for the benefit and guidance of young bowlers.
2. Support the Athlete Development Committee in hosting an annual development camp for all U25 affiliated members.
3. Assist, if requested, with the annual Provincial U18 and U25 Tournaments as organized by the Bowling Program Committee.
4. Make recommendations to the Finance Committee regarding athlete support to attend Canadian Championships.
5. Prepare a proposed annual budget, with assistance from the Executive Director, and submit the budget to the Executive Director prior to January 30<sup>th</sup>. This budget will be reviewed by the Finance committee and the full budget will be approved by the Board of Directors.
6. Support clubs in promoting youth or family programs and in scheduling and hosting youth interclub activities within cities or zones.
7. Be familiar with and work towards the long-range goals of BA as outlined in their Strategic Plans.
8. In collaboration with the BA office, maintain and keep the “Youth Development” link on the BA website current with updated information.
9. Work closely with the Marketing and Promotion Committee to develop promotional material geared to youth and/or families.
10. Support special projects made possible through grant funds.
11. Review these Terms of Reference and recommend changes for approval by the Board.

### **Long Term Strategic goals**

1. Become familiar with and apply for grants to further develop events and opportunities.
2. Review and make recommendations for increasing youth membership across the province.
3. Develop and support fundraising events to assist youth with provincial and national travel to competitions.

### **Resources**

The Committee will receive the necessary resources from BA to fulfill its mandate. The Committee may, from time to time, receive administrative support from BA.

### **Communications**

Meetings and communications shall typically be video or telephone conference calls (set up with assistance from the BA office), face to face meetings, email, and other electronic communication platforms as called by the Chairperson.

### **Approval**

The Terms of Reference were updated by the Board of Directors of Bowls AB on Jan. 5, 2022.

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