



# Secretary Manual

Updated: January 2022





# Welcome!

Volunteers are the driving force behind all aspects of Special Olympics BC, acting as Local Committee members, subcommittee members, coaches, and program volunteers.

The role of **Secretary** is integral to all Special Olympics BC Locals. Secretaries keep detailed accounts of what is discussed at monthly Local Committee Meetings, Regional Meetings, and Annual Meetings, and ensures that reports are sent to the Community Development staff and Regional Coordinator.

Secretaries are a key component of the Local Committee and work closely with other Local Committee members, including the Local Coordinator and subcommittee members to ensure all tasks are completed.

The time and dedication to the Local are the greatest gifts that can be given to the athletes and are greatly appreciated.

The Special Olympics BC website contains many of the resources and information necessary for this position as well as programs, within the Local. This valuable tool can be accessed at any time by visiting [www.specialolympics.bc.ca](http://www.specialolympics.bc.ca) and browsing in the [Resources](#) section on the website

This manual provides links to the website and resources so that you will be to access the most current information available.

For further information or questions please contact the Community Development Coordinator for your region.

Contact information for all SOBC staff, including your Community Development Coordinator, can be accessed at [SOBC Staff Contacts](#).

## General Contact Info:

Special Olympics British Columbia  
210-3701 Hastings Street  
Burnaby, BC V5C 2H6

Tel: 604.737.3078  
Toll Free: 1.888.854.2276  
[info@specialolympics.bc.ca](mailto:info@specialolympics.bc.ca)



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# About Special Olympics

Special Olympics is an international organization that provides sports training and competitive opportunities for persons with intellectual disabilities. The organization is recognized by Sport Canada as the main provider of these services to people whose primary diagnosis is an intellectual disability, although some participants also have physical challenges.

## The Birth of Special Olympics in Canada

In the early 1960s, children with intellectual disabilities were tested for physical fitness levels with the results revealing that these individuals were half as physically fit as their non-disabled peers. It was assumed that the low fitness levels were a direct result of their disability. However, troubled by this assumption, a Toronto researcher — Dr. Frank Hayden — began to conduct his own research on the subject and discovered that given the opportunity, people with an intellectual disability could become physically fit, and acquire the physical skills necessary to participate in sport. Inspired by his discoveries and seeing the need for new kinds of sport opportunities, Dr. Hayden sought ways to develop a national sports program designed specifically for people with an intellectual disability. His work came to the attention of Eunice Kennedy Shriver and the Kennedy Foundation in Washington, D.C. which led to the creation of Special Olympics.

The first sports competition organized under the Special Olympics banner was held at Soldier Field in Chicago in 1968. To ensure that Canada was well represented at the competition, Dr. Hayden called on renowned broadcaster, successful businessman, and humanitarian Harry "Red" Foster. Upon returning to Canada, after accompanying a Canadian floor hockey team to these first Games, Red set about laying the foundation for the Special Olympics movement in Canada as a way to enhance the lives of Canadians with an intellectual disability.

Today, over 31,000 athletes with intellectual disabilities participate in Special Olympics programs across the country. Around the world, Special Olympics has grown to involve more than 5.7 million athletes in 200 countries and jurisdictions.

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# Special Olympics British Columbia

Since 1980, Special Olympics British Columbia, a registered charitable organization, has provided high-quality year-round sport programs and competitions for athletes with intellectual disabilities, enriching their lives and opening hearts and minds to their abilities. Today, over 5,200 athletes participate in Special Olympics BC sports programs in 55 communities across British Columbia.

Special Olympics BC offers year-round programs in 18 sports, as well as local, provincial, national, and international competitive opportunities. These opportunities provide athletes with far more than the physical benefits of improved health and athletic ability. Participation in sports provides opportunities for athletes to develop social skills, cultivate friendships, strive for, and achieve goals and increase their self-esteem — enabling athletes to win in sport, and in life.

## Vision, Mission & Values

### Our Vision

Sport will open hearts and minds towards people with intellectual disabilities and create inclusive communities all across British Columbia.

### Our Mission

Special Olympics BC is dedicated to enriching the lives of individuals with intellectual disabilities through sport.

### Our Values

**Inclusion:** We foster inclusive communities.

**Diversity:** We honour what is unique in each individual.

**Empowerment:** We create opportunities to pursue full potential.

**Respect:** We operate in an environment of cooperation, collaboration, and dignity.

**Excellence:** We elevate standards and performance.

## Strategic Plan

The [Special Olympics BC's Strategic Plan](#) outlines the goals, strategies, and targets we want to collectively and collaboratively achieve in order to advance Special Olympics.

We aspire to continue to grow, introducing more British Columbians with intellectual disabilities to the transformative power of sport, and we are committed to ensuring we deliver best-in-class programs for our athletes.



## The Oaths of Special Olympics

### Athlete Oath

Let me win. But if I cannot win, let me be brave in the attempt.

### Coach Oath

In the name of all coaches, we shall follow written and verbal instructions of Special Olympics officials at all times, have our athletes at the appropriate events and activities at the proper time and abide by the rules and policies, in the spirit of sportsmanship.

### Official Oath

In the name of all judges and officials, I promise that we shall officiate in these Special Olympics Games with complete impartiality, respecting and abiding by the rules which govern them, in the spirit of sportsmanship.

## Principles that guide Special Olympics British Columbia

- Programs are athlete centered and based on the needs and interests of athletes.
- Athletes are encouraged to participate at their level of choice within existing programs.
- Programs are community based, and efforts must be made to ensure that they are accessible to individuals who have an intellectual disability.
- Programs are for individuals who have an intellectual disability
- Our efforts must be to provide the best quality programs possible given the resources available.
- Special Olympics BC is a volunteer-based organization.
- No person who has an intellectual disability may be denied access to Special Olympics BC programs because they cannot financially afford to participate.
- The safety and well-being of the athletes, volunteers and staff is of prime concern.
- Volunteers and staff are resources to the organization. These resources must be managed properly so that they may grow in a positive environment.
- The goals of those involved with Special Olympics BC will only be achieved if they take full advantage of the opportunities and resources made available to them.
- The athletes who wish to compete must meet certain minimum standards, including regular attendance at, and participation in, training sessions.



## Special Olympics BC Programs

Each Special Olympics BC local has the authority to decide which of the 18 sports, sanctioned by SOBC, to offer. To retain accreditation within Special Olympics BC, each Local must offer at least one winter and one summer sport. Special Olympics BC only sanctions these 18 sports, and no Local may support, financially or otherwise, sports other than those listed below.

Summer Sports	Winter Sports
10-pin bowling	5-pin bowling
Athletics	Alpine skiing
Basketball	Cross country skiing
Bocce	Curling
Golf	Figure skating
Powerlifting	Floor hockey
Rhythmic gymnastics	Snowshoeing
Soccer	Speed skating
Softball	
Swimming	

Additionally, these weekly programs are also sanctioned by Special Olympics BC:

- Club Fit
- Youth Programs
- Active Start
- FUNdamentals
- Sports Start
- School Sport Competition
- Fit Families & Friends

Programs must run for a minimum of 12 weeks for at least one hour per week to be sanctioned by Special Olympics BC. The ideal program would run 1.5 hours every week for 16 weeks.



## SOBC Web Site – Useful Links

The Special Olympics BC website is an invaluable source of information and resources. Below are examples of links that will be useful to you. You are encouraged to bookmark links you come across that are useful to you for future reference.

<https://www.specialolympics.bc.ca>

### Current SOBC News

All volunteers are encouraged to subscribe to SOBC's Monthly Newsletter at

<https://www.specialolympics.ca/british-columbia/e-newsletters>

Links to follow social media can be found at <https://www.specialolympics.ca/british-columbia/get-involved/sign-our-e-newsletter/social-media>

### SOBC Resources

This is the main entry point for information for athlete, coaching, administration, and fundraising

<https://www.specialolympics.ca/british-columbia/resources>

### SOBC Policies

The following link provides access to both Special Olympics BC and Pan-Canadian (National) policies

<https://www.specialolympics.ca/british-columbia/policies>

### Sport Specific Resources

Access to sport specific pages that provide information on rules, competition planning, basic skills, and training information and videos

<https://www.specialolympics.ca/british-columbia/sport-rules-resources-videos>

### Coach Certification Requirements

Complete information and applicable links to required training for coach volunteers

<https://www.specialolympics.ca/british-columbia/coach-certification>

### Safe Sport

Safe sport is integral to all that we do. <https://www.specialolympics.ca/british-columbia/safe-sport>

### Contact Information

SOBC Staff & Community Contacts - <https://www.specialolympics.ca/british-columbia/contact-us>

Leadership Council / Regional Coordinators - <https://www.specialolympics.ca/british-columbia/who-we-areour-leadership/leadership-council>



## **Regional Structure**

The province is divided into eight sport regions. Each region is responsible for the coordination and organization of Regional competitions, sending Regional teams to Provincial Games and all other Regional activities. A volunteer Regional Coordinator coordinates these activities in conjunction with representative locals supported by SOBC Community Development Coordinators

### **Region 1- Kootenays**

Locals: Kimberley/Cranbrook, Nelson, Creston, Grand Forks, Trail, Castlegar, Elk Valley, Golden, Nakusp & Invermere

### **Region 2- Thompson-Okanagan**

Locals: Kamloops, Penticton, Vernon, Revelstoke, Kelowna, Salmon Arm, Clearwater, Princeton, Summerland, Keremeos, South Okanagan & Merritt

### **Region 3- Fraser Valley**

Locals: Chilliwack, Coquitlam, Surrey, Ridge Meadows, Abbotsford, Langley & Mission

### **Region 4- Fraser River**

Locals: Richmond, Burnaby & Delta

### **Region 5- Vancouver-Squamish**

Locals: North Shore, Vancouver, Squamish, Sunshine Coast & Whistler Valley

### **Region 6- Vancouver Island**

Locals: Campbell River, Port Alberni, Victoria, Comox Valley, Nanaimo, Oceanside, Powell River, Salt Spring Island, Cowichan Valley & Mount Waddington

### **Region 7- North West**

Locals: Terrace, Smithers, Prince Rupert, Kitimat, Burns Lake & Vanderhoof

### **Region 8- Cariboo- North East**

Locals: Williams Lake, Dawson Creek, Fort St John, Prince George, Quesnel, 100 Mile House & Mackenzie



## Provincial Staff & Leadership Council

### Community Development Coordinator (CDC)

The Community Development Coordinator is a Provincial Staff member of Special Olympics BC. Each region in the province has a Community Development Coordinator dedicated to them. They uphold and enforce the policies of Special Olympics BC and they work to facilitate growth in each region through alignment of the strategic plan as adopted by the Board of Directors.

The Community Development Coordinator provides support to Locals through regular in person visits and is available to answer questions and assist volunteers on an as-needed basis either through their Local visits or by phone/email.

### Leadership Council

Special Olympics BC's Leadership Council provides vital guidance for our organization and movement, and SOBC benefits significantly from the efforts of these valued volunteers. Comprised of the Regional Coordinators representing the eight SOBC Regions and respected leaders in the SOBC sport world, the council serves as the link between community and regional programs and the Board of Directors of Special Olympics BC. This group plays an important role in helping chart the course of SOBC sport program development, strategic plans, policies, and resources.

The Leadership Council plays an essential role in creating Special Olympics BC policies. Policies can be created through issues brought forward by members from the local level speaking to their Regional Coordinators. Regional Coordinators bring the concepts to the Leadership Council for deliberations. Out of those discussions, the Leadership Council can recommend the creation of policies, which must be approved by the Board of Directors.

### Regional Coordinator

Regional Coordinators are dedicated volunteers who have been elected by the region to represent them at the Leadership Council. It is through the Leadership Council that they provide feedback and input from their regional members to the Board of Directors of Special Olympics BC.

Regional Coordinators provide support to the region by connecting with Locals on a regular basis and hosting regional meetings. They are an invaluable resource to the volunteers within the region and are a great source of leadership – acting as mentors for Local Coordinators and other Local Committee members.

Information on the Leadership Council and contact information for Regional Coordinators can be found at [Leadership Council](#)



## Volunteer Role Types and Responsibilities

There are two categories of volunteers within each Special Olympics BC Local: Administrative and Program.

Detailed job descriptions of both administrative and program roles can be found at **Volunteer Roles – Job Descriptions** under Admin in [SOBC Resources](#).

### Administrative Volunteers

Administrative volunteers are generally part of the Local Committee. The Local Committee works behind the scenes to ensure that programs can run successfully and safely in each local. Each committee member has a designated role with assigned tasks and responsibilities. These responsibilities vary by position, and not every local will have all the positions filled. Some smaller locals may choose to omit and/or amalgamate some positions, whereas larger locals may further divide positions or create sub-committees. However, it is important to have some key positions filled for the local to run effectively.

Key Administrative positions to have filled are the Local Coordinator, Treasurer, Secretary, Volunteer Coordinator, and Program Coordinator. These positions support with a lot of the groundwork to get programs up and running in locals across the province.

### Program Volunteers

Coaching and program volunteers provide support to Special Olympics BC sport programs and competitions. The main responsibilities of **coach volunteers** are to provide sport specific instruction at weekly programs and encourage athletes to grow and develop their skills. The specific responsibilities for coaching volunteers depend on their role as a coach. Coaches are also role models, teachers, mentors, and friends to athletes and fellow volunteers. Coach volunteers have [certification requirements](#). Programs are also supported **by program volunteers** who support key functions required to facilitate quality sport programs including timers, score keeping, team managers etc.



# Job Description – Secretary

Liaise with: Local Coordinator, Local Committee, SOBC Manager, Finance and Administration

Position: Volunteer - Elected by the Local membership

Commitment: 1 Year term (no limit to the number of terms)

## **Goals:**

Provide support to the Local Committee regarding correspondence and meeting minutes.

## **Specific Accountabilities:**

Record and distribute the minutes of Local Committee meetings to all local committee members, Regional Coordinator, and the Community Development Coordinator within two weeks of the meeting date

Prepare and distribute outgoing communications from Local Committee including thank you/get well cards as needed

Assist other committee members with events, fundraisers, or initiatives as necessary

Attend monthly Local Committee meetings.



## Secretary's Year at a Glance

MONTH	ACTION
Ongoing	<b>Awareness</b> - Year-round, read the SOBC e-newsletter and social media accounts for provincial news and stories. You can select applicable social media to follow at <a href="https://www.specialolympics.ca/british-columbia/get-involved/sign-our-e-newsletter/social-media">https://www.specialolympics.ca/british-columbia/get-involved/sign-our-e-newsletter/social-media</a>
April - June	<ul style="list-style-type: none"><li>• Participate in an <b>annual planning meeting</b> for Local Committee members to engage in discussion of the next year and set goals accordingly.</li><li>• Participate in Annual Meeting (required in May or June) and record minutes</li></ul>
Monthly	<ul style="list-style-type: none"><li>• work with Local Coordinator to prepare and distribute agenda and background information in advance of each meeting</li><li>• Take minutes of monthly Local Committee meetings and distribute to committee members, your regional coordinator and CDC within 2 weeks of the meeting. Minutes will be formally approved at the following meeting (refer to <b>Appendices</b> for a sample agenda)</li><li>• Committee must host 10 meetings a year with typically a summer break taken</li></ul>



# Special Olympics BC Policies

The Special Olympics British Columbia Society Board of Directors is morally and legally responsible for the philosophies and operations of the Society. As such, all Locals and Regions of Special Olympics BC must abide by the policies, guidelines, procedures, and philosophies established by the Society.

## General SOBC Policies

All policies can be found on the SOBC Website. Please refer to the following link for the most up to date policies - [SOBC Policies](#)

If, after reading the SOBC Policies, you have any questions, please contact the SOBC Vice President, Sport, for assistance.

As policies are periodically updated, we encourage you to refer to policies on the website so that you are always accessing the most current information.

The Secretary is encouraged to be familiar with all policies but should be ensure understanding of the following policy:

- Local Committee Meetings – Annual Meetings and Regular Meetings



# Managing Meetings

## Tips for Effective Meetings

As secretary you will work with the Local Coordinator to prepare and execute effective Local Committee Meetings

### Before the meeting:

In conjunction with the Local Coordinator, develop and distribute agenda and background material prior to meeting. (refer to **Appendices** for a sample agenda)

This allows everyone to read the material and allows everyone to come prepared for what will be discussed.

### During the meeting

Record Attendance and confirm the needed quorum is in place.

Record discussion and any decisions as part of meeting minutes

### After the meeting

Finalize minutes and provide to Local Coordinator for review

Once reviewed distribute minutes to committee Members (both in attendance and who were unable to attend the meeting) with a copy sent to the applicable Regional Coordinator and Community Development Coordinator within 2 weeks of the meeting

## Taking Minutes – A Meeting Guideline

The following is a guideline for making the task of taking meeting minutes easier!

Ensure that all the essential elements are noted, such as type of meeting, name of the organization, date and time, venue, name of the chair (Local Coordinator), main topics, and the time of adjournment. Meetings should include approval of previous minutes and all resolutions.

Prepare an outline based on the agenda ahead of time and leave plenty of room for notes. By having the topics already written down, you can jump right on to a new topic without a pause (**see Appendices for sample minutes**).

Prepare a list of expected attendees and check off the names as people enter the room or pass an attendance sheet around as the meeting starts.

If everyone doesn't know each other you can make tent cards with names, and roles on them to place in front of the person to help know who is speaking.



Focus on the key points of a discussion and take sufficient notes to be able to summarize later.  
Focus on major points raised and decisions taken.

Use a recording method that is comfortable for you (ex. notepad, laptop, tape recorder, shorthand).  
If you are comfortable taking notes on a laptop this can be helpful as you can just edit after the meeting

As an active participant in the meeting, be prepared; have your questions ready ahead of time.

Type up minutes as soon as possible so you don't forget.

There may be occasion when a decision is required between meetings. For time-sensitive non-contentious issues voting may be done by phone and/or e-mail, (NOTE: all e-mail votes must be collected and recorded with meeting minutes.)

## **Meeting Rules & Procedures**

Special Olympics BC Local Committees are required to hold 10 meetings a year, one of which is an Annual Meeting. Members attend meetings to discuss matters within the Local and the Secretary is required to take minutes of the meetings.

Although the Local Coordinator often chairs the meetings, it is helpful to be aware of SOBC meeting rules and procedures to ensure minutes are accurate. The 'Call to Order: Meeting Rules and Procedures for Non-Profit Organizations - Cliff Notes Version' by Herb Perry provides more information on running effective meetings for non-profit organizations. It is included in this manual for reference.

Meetings that run smoothly and efficiently can also be enjoyable and productive and are a great part of being a member of the Local Committee!

### **Local Name**

All Locals shall be known as *Special Olympics British Columbia – Local Name*. Using the shorter version of *SOBC-Local Name* is appropriate as well.



## **Call to Order: Meeting Rules and Procedures for Non-Profit Organizations**

By Herb Perry ("Cliff Notes Version")

### **QUORUM: Page 16**

Quorum is the majority, or one more than half the number of persons who are entitled to attend and vote.

Meetings cannot be called to order without a quorum.

If a quorum is present at the beginning of the meeting and some people have to leave, reducing the number to less than quorum, the meeting can continue if everyone staying agrees.

If someone needs to step out due to a conflict of interest, they are still counted for quorum.

### **CALL TO ORDER: Page 19**

The meeting starts when the Chair (Local Coordinator) calls the local committee to order (this should be at the scheduled time).

If the Chair (Local Coordinator) is unexpectedly late, the Program Coordinator or Secretary cannot call the meeting to order until you have waited 15 minutes past the start time of the meeting. Then they would move forward and Chair the meeting.

### **AGENDAS: Page 21**

The agenda is for that meeting only.

The Chair asks the members to make a motion to "Approve The Agenda" directly following call to order and remarks by Chair.

At this time, individuals may move amendments to add or delete items to the agenda.

After the agenda, as presented and amended, is approved, the meeting proceeds.

### **OBJECTION TO CONSIDERATION: Page 23**

This is when discussion from a committee report takes the meeting in a direction that is not appropriate to the agenda at that time. A local committee member can ask to have that discussion tables and put under Other Business



### **OTHER BUSINESS: pg 25**

Other business includes items that were not on the agenda as they were received after it was prepared, or an item that a local committee member wishes added to the agenda. Each item must be motioned and seconded. If there is no seconder, the item must be held over until the following meeting and put on the original agenda. This is also where the committee can put items that come out of committee reports. They still need to be seconded to be put on the agenda under other business.

### **BUSINESS ARISING: Page 27**

No item called "Business Arising from the previous meeting" should appear on an agenda. If an item was tabled until the next meeting, it should appear as an individual agenda item.

### **MOTIONS: Page 29**

To place an issue before your committee for discussion, debate, and voting three things need to happen. The issue must have a mover, and a seconder.

When a motion has been moved, seconded and accepted, debate and discussion can begin. The mover has the right to speak first and last. The Chair should ensure that every member have one opportunity to speak to each issue. Addition questions or comments by an individual may only come if the Chair deems them of value to the discussion.

Everyone has the right to vote for, against or abstain from voting on the motions they have moved and seconded.

### **AMENDMENTS: Page 32**

Amendments are in fact motions so the same rules apply. You need a mover, seconder and acceptance by the Chair.

The amendment must address the motion under consideration.

With an amendment, you can add, delete or substitute words or you can divide the motion.

You can't amend an amendment.

Only one amendment can be on the floor at one time so you must vote on the first amendment before another can be made.

### **MOTION TO REFER: Page 35**

If you wish to "Refer" a motion to a sub-committee to take away and gather information on the issue and then bring it back, you can. However, there can still be debate on the issue to allow the sub-committee to know the feelings of the local committee.



### **TABLING OR POSTPONING: Page 37**

You can table a motion if you give a specific date as to when the motion will be re-addressed.

You can table a motion even if an amendment has been made. You can have debate or discussion around a tabled motion.

### **DEBATE: Page 39**

Discussion begins only after the Chair has accepted a motion.

The mover has the right to speak first and last!

Local committee members should raise their hand, be acknowledged by the Chair, and then enter discussion.

Remember that you can only speak to an issue once, unless the chair feels the discussion warrants additional comments by the Local committee members.

All members, including the Chair, need to practice good manners and be considerate of the rights, including the right to differ, and feelings of other members.

The Chairperson controls when the debate or discussion is to come to an end.

NOTE: you can only interrupt a speaker if you believe that a matter of honor, information, safety or other similar items cannot wait until the speaker finishes.

You must raise your hand and be recognized by the Chair. They then ask the reason for the interruption and decide if you may proceed. REMEMBER, you cannot interrupt just because you don't like or agree with the comments.

### **VOTING: Page 49**

There are three types of voting that are used by SOBC:

Voice Vote

Show of hands

Ballot

The most common is voice vote where the Chair says, "All in favor" and the members say, "Aye" or "Nay". You can also have the Chair say, "All in favor" and then have members show their agreement or disagreement by a show of hands. The third way is by Ballot vote, which can be used when the issue under debate requires confidentiality in the voting.

Anyone entitled to vote may demand that the vote be by ballot provided the request is made before the vote is taken.

The Chair does not vote (see Tie Votes)



### **TIE VOTES: Page 54**

Because the Chair doesn't vote, they have the tie-breaking vote on any issue.

However, if a vote needs to be unanimous, the Chair's vote would be counted.

### **CONFLICT OF INTEREST: Page 56**

If a local committee member has a conflict of interest, they shall declare this when the agenda is approved. Once they have, they may neither speak nor vote on any motion or amendment made concerning the matter. If a local committee member declares conflict of interest and needs to step out of the meeting, there is still a quorum. The minutes must record all declarations of conflict of interest.

### **PROXIES: Page 58**

Proxies are not permitted at local committee meetings.

### **VISITORS RIGHTS: Page 71**

Visitors (registered members of the Local but not Local committee members) may be permitted to attend any meeting.

They would be invited by the Chair and would address the committee on the appropriate agenda item.

Visitors are not able to vote on, or enter into discussion on, motions.

Local committee members may ask that the visitor leave a meeting at any time. The Chair would have to grant that request.

### **SIDE MEETINGS: Page 74**

Side meetings will not be permitted at any time during a meeting.

When members are being disruptive, the Chair should either wait for them to stop or ask them to stop talking.

### **ADJOURNMENT, RECESS: page 76**

The Chair can call a recess at any time.

Local committee members may call a recess by making a motion. The motion requires a seconder and is debatable



# Appendices



## Local Committee Meeting – Sample Agenda

SOBC – Local Name

Monthly Meeting Agenda

Date:

Location:

Call to Order

Present: Regrets: Guests:

Opening Remarks

Call for Additional Agenda Items

Review Previous Action Items

Approval of Previous Minutes

Coordinator Updates

Local Coordinator Report

Program Coordinator Report

Registration Coordinator Report

Volunteer Coordinator Report

Fundraising Coordinator Report

Athlete Representative Report

Treasurer's Report

Account Balance as of	\$	0.00
Total Receipts in	\$	0.00
Total Payments in	\$	0.00
Outstanding Cheques:	\$	0.00
GIC:	\$	0.00
Total:	\$	0.00

Old Business

New Business

Closing Comments

Date of Next Meeting

Adjournment of Meeting



## Local Committee Meeting – Sample Minutes

SOBC – Local Name  
Monthly Meeting Minutes

Date: December 15, 2021

Location: Local

Call to Order: 7:00pm

Present: John A, John B, John C, Sue A, Sue B, Sue C Regrets: Sue D

Guests: None.

Opening Remarks

Call for Additional Agenda Items

Review Previous Action Items

Approval of Previous Minutes: MOTION to approve minutes from March 10th meeting made by Sue A and seconded by John A. Moved; all in favour.

### Local Coordinators Report

Outstanding Action Items

ACTION ITEM: Program Coordinator to send coaches email regarding the Making Ethical Decision Course on May 13th COMPLETED

ACTION ITEM: Program Coordinator to confirm date for Fall Coaches Meeting OUTSTANDING  
Correspondence from SOBC

Community Gaming Grant - submitted May 30th

Provincial Games

Need to complete sizing for walk-on uniforms. Mission Staff to go to practices so athletes and coaches can try on sizes.

### Program Coordinator Report

All spring sports have started

Need new basketball coach for the fall as the head coach is stepping down

Request to send two soccer coaches to upcoming NCCP - Competition Sport Workshop on May 13/14. Cost to SOBC of \$60.00 per coach plus mileage: MOTION to approve funds to send two coaches to course made by Sue B and seconded by Sue C. Moved; all in favour.

### Volunteer Coordinators Report

Volunteer Appreciation event: June 22nd, with AGM ACTION ITEM □ Local Committee members, please RSVP

Ongoing recruitment of volunteers for Spring/Summer programs

### Fundraising Coordinator Report

Working on sponsorships for year-end BBQ and volunteer appreciation event MOTION to approve a budget of \$200 to purchase hot dogs, buns, and juice for BBQ made by Sue A and seconded by John B. Moved; all in favour.

Staples Campaign to run from May 6th - 28th. Need athletes and coaches to attend at least 4 hours at all Staples locations in Local.

ACTION ITEM - Sue A & John B to organize schedule for athletes and volunteers to attend event; Sue B to contact Staples managers.



*(Samples Minutes Continued)*

### **Athlete Representative Report**

Three athletes placed at the recent Regional golf tournament, and everyone else had a great time. The athletes discussed the need for new golf shirts as ours are getting worn and are heavy and hot in the sun.

Five athletes are interested in the Athlete Leadership Academy and would like more information.

Everyone is enjoying the Tim Horton's Donut Campaign and posting photos on their Facebook pages :)

### **Treasurer's Report**

Account Balance as of March 31, 2021	\$30,563.00
Total Receipts in March	\$ 0.00
Total Payments in March	\$ 105.96
Outstanding Cheques:	\$ 86.52
GICL	\$20,200.00
Total:	\$50,476.48

**Old Business** – None

### **New Business**

Staples Campaign – May 6-18, minimum time requirement is 4 hours with at least 2 athletes and 1 coach. SOBC has asked us to do our best to fill shift in local stores for as many dates as possible. SOBC will provide store liaisons

ACTION ITEM – Local and Program Coordinator to coordinate athletes and coaches to attend

Annual Meeting – June 22. All current committee members have agreed to again. Committee positions currently vacant to be filled include Fundraising Coordinator and Equipment Coordinator

### **Closing Comments** –

As there was no further business a MOTION was made by Sue C to adjourn the meeting, seconded by John A, Moved, all in favor

**Date of Next Meeting** – May 8, 2021

**Adjournment of Meeting:** 8:25 pm