

TERMS OF REFERENCE

Volunteer & Shareholder Relations Committee

SCOPE AND MANDATE

The Volunteer and Shareholder Relations Committee acts solely in an advisory capacity to the Board.

The Volunteer and Shareholder Relations Committee (“the Committee”) is a Standing Board Committee of the Board of Directors and shall assist the Association in carrying out its mission to provide leadership, superior services, programs and facilities and an ongoing process to enhance the volunteer and shareholder base of the Westerner Exposition Association by:

- Communication
- Identification and Recruitment
- Engagement and Orientation
- Recognition and Reward

The Committee shall be provided with reasonable access to resources and documentation relative to their Committee and in accordance with the Westerner Park Privacy of Information Policy.

ESTABLISHMENT

A Standing Committee of the Board to be known as the Volunteer & Shareholder Relations Committee was established by the Board of Directors on May 27, 2004.

REPORTING

The Committee shall regularly report as required or as requested by the Board, and shall bring its recommendations to the Board for its approval. At a minimum, the Committee shall prepare and deliver one annual summary report to the Board, for information.

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COMPOSITION OF COMMITTEE

The Committee shall consist of not more than twelve (12) members comprised of:

- five (5) Directors; one of whom shall act as Chair; and
- The President shall be an ex-officio, voting member of the Committee. The Chief Executive Officer, Human Resources Manager and Event Committee Staff Liaisons shall be non-voting members of the Committee.

All members appointed to the committee should represent a diverse cross section of the volunteer community.

Appropriate skills and expertise are to be considered in the formation of the Committee.

All members of the Committee must be shareholders of the Association.

APPOINTMENT OF COMMITTEE MEMBERS

Committee membership will be reviewed annually and new members shall be ratified by the Board. The Chair shall serve a two-year term. Directors shall each serve a two-year term, with an option to serve a second consecutive term of two years. Non-directors members shall serve a three-year term, with an option to serve a second consecutive term of three years. All members, with the exception of the Chair, may only serve a third consecutive two-year term under exceptional circumstances and at the pleasure of the Board.

In consultation with the Chair of the Committee, recommendations for membership shall be sourced by the Governance and Nominating Committee and recommended to the Board for approval.

Members of the Committee shall be appointed or re-appointed at a meeting of the Board held each January; provided that any member may be removed or replaced at any time by the Board. In any event, a Director shall cease to be a member of the Committee upon ceasing to be a member of the Board, but may be reappointed as a non-Director member and eligible to serve two consecutive terms in a non-director capacity, should there be committee vacancies.

VACANCIES

Where vacancies occur at any time in the membership of the Committee, they will be filled through recommendations by the Governance and Nominating Committee, and approved by the Board. The vacancies must be filled by Directors if such vacancies result in less than the five (5) stipulated Directors.

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CHAIR

The Committee shall be chaired by a Director, appointed by the Board, who will act as liaison to the Board. The Committee Chair shall serve a two year term, with an option to serve a second consecutive term of two years, and may serve a third consecutive term only under exceptional circumstances and at the pleasure of the Board of Directors.

If the Chair of the Committee is not present at any meeting of the Committee, one of the other Directors on the Committee shall be chosen by the Committee to preside.

The Chair presiding at any meeting shall have a vote on any resolution presented for approval at any meeting. The Chair does not have a deciding vote in the event of a tie.

SECRETARY

The Committee shall have a Secretary, who need not be a member of the Committee.

COMMITTEE MEETINGS

The Committee shall meet at least semi-annually at the call of the Chair.

In addition, a meeting may be called by the Secretary of the Committee on the direction of the Chair or any two members of the Committee.

Committee meetings may be held in person, by means of telephone or other audio or video conference method.

NOTICE OF MEETING

Notice of the time and place of every meeting may be given orally, in writing, by facsimile or by other electronic means to each member of the Committee, at least 48 hours prior to the time fixed for such meeting.

A member may, in any manner, waive notice of the meeting. Attendance of a member at a meeting shall constitute waiver of notice.

QUORUM

Fifty percent of the membership of the Committee, whether present, in person, by telephone or other audio or video conference method, shall constitute a quorum.

The presence of the Ex Officio members shall contribute to the quorum or membership count of the Committee.

A resolution in writing, passed by members of the Committee entitled to vote on that resolution, is as valid as if it had been passed at a meeting of the Committee. A copy of any such resolution in writing shall be kept with the Minutes of the proceedings of the Committee.

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ATTENDANCE AT MEETINGS

The Chief Executive Officer and Human Resources Manager are expected to attend meetings or portions thereof. Staff Liaisons will be expected to attend as designated by the Chief Executive Officer.

The Committee may, by specific invitation, have other resource persons in attendance.

The Committee shall have the right to determine which non-committee members shall or shall not be present at any time during a meeting of the Committee.

MINUTES

Minutes of Committee meetings shall be reviewed by the Chief Executive Officer; and reviewed and approved by the Committee Chair and maintained by the Committee Secretary or designate. The minutes shall be retained with the organization's files at Head Office.

Minutes of Committee meetings shall be sent to all Committee members and are available for all Directors and to the external auditors.

SPECIFIC RESPONSIBILITIES

In carrying out its mandate, the Committee shall have the following specific roles and responsibilities, acting in its advisory capacity to the Board:

- recognizing the long-term importance of maintaining and enhancing the volunteer team is a key consideration of the Committee.
- establishing and maintaining an on-going dynamic process that collectively brings together the following elements.

Communication

- Members of the Volunteer and Shareholder Relations Committee shall act as the Event Committee Liaisons and will be in direct contact with Committee Chairs and staff liaisons on a regular basis.

Identification and Recruitment

- Assessing the future needs of Committees for skill sets and volunteers to enable the various committees to accomplish their goals.
- Identifying any Committee(s) for which volunteers may be required.
- Engaging in targeted recruitment activities to grow and maintain the Association's volunteer team; including invitations to participate.

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SPECIFIC RESPONSIBILITIES

Engagement & Orientation

- Initiating and administering proper placement, introduction, and education of volunteers; including placement of the individual in a mutually desired role.
- Ensuring ongoing communication for all volunteers.
- Monitoring and ensuring compliance of existing Board Policy including security issues and matters relating to privacy, in accordance with existing legislation.
- Encouraging current shareholders to be active volunteers.
- Networking with external resource groups in Central Alberta to identify potential volunteers. (i.e.: Community Information Referral Society)

Recognition and Reward

- Building and creating a pride of association with Westerner Park, and a sense of community fulfillment in our Volunteers and Shareholders.
- Developing and overseeing formal recognition and reward initiatives to honor the appropriate contribution and participation of volunteers, individually or as a group.
- Creating, maintaining and improving upon traditional activities that recognize volunteers.

In all cases, this process would apply to both Volunteers and Shareholders equally, if applicable.

No alteration of the roles and responsibilities of the Volunteer & Shareholder Relations Committee shall be effective without the approval of the Board.

Reviewed and adopted by the Board of Directors on January 27, 2005.

Reviewed by:

Approved by:

X

John Harms
Chief Executive Officer

X

Wendy Barnes
President

REVISIONS

April 27, 2006
January 24, 2008
January 22, 2009 (Formatting Only)
March 26, 2009
January 28, 2010