

Thunderbird Recreation
Executive Committee (TREC)
Terms of Reference

Mission Statement

We as the Thunderbird Recreation; are advocates and encourage Community togetherness. Our youth hold an important role in our community and we take pride in promoting and celebrating their successes.

Role/Purpose

The role of the Thunderbird Recreation Executive Committee (TREC) will be to provide strategic direction and leadership to ensure the TREC funds will be distributed in a fair, reasonable and unbiased manner for Community Events, Elders and Sports and Recreational activities to the Wei Wai Kum Nation's children and youth.

The Thunderbird Recreation Executive Committee (TREC) sets out to achieve a well-organized, with clear and transparent funding initiative.

Membership

The Thunderbird Recreation Executive Committee (TREC) Group will comprise:

- President
- Vice President
- Treasurer
- Secretary
- General Member (Elder)
- General Member (Youth)
- General Member

Term

The terms of the Thunderbird Recreation Executive Committee (TREC) positions will be for a period of four (4) years. At that completion of the four (4) years, there will be another appointment or election.

- A notice must be distributed to Community members two months prior to the end of a term notifying them of potential openings on the Committee, standing committee members are able to seek renewal.
- Committee Members are approved by the Thunderbird Recreation Community Members.
- Each successful candidate must provide a current criminal record check prior to taking office.
- In the event of a TREC member not being able to fulfill their duties or they resign, a bi-election will be held to elect a suitable person to serve out the rest of their four (4) year term.

Roles and Responsibilities

President-The role of the president will be to

- Call meetings when necessary
- Chair the TREC meetings.
- Chair any Thunderbird Recreation meetings
- Prepare agenda's for both TREC and Thunderbird Recreation meetings.
- Keep informed on the Thunderbird Recreation finances.

Vice-President- The role of the vice-president will be to

- Assist the chair person when needed.
- Chair TREC and Thunderbird Recreation meetings in the absence of the President.
- Keep informed on the Thunderbird Recreation finances.

Treasurer-The role of the Treasurer will be to

- Ensure the TREC's financial policies are being followed.
- Prepare any required financial reporting forms.
- Maintain all bank accounts and oversee all financial transactions
- His or her signature should appear on all cheques of the Thunderbird Recreation with a second signature from any of the Executive with signing authority.
- Throughout the year track the year -to-date revenues, fund raising, reports variances and alerts TREC of potential problems.

Secretary-The role of the secretary will be to

- Print and distribute agendas during the meetings
- Take the formal minutes of both the TREC meetings and the Thunderbird Recreation meetings.
- Provide the minutes for the meetings.
- Accept and process the correspondence and funding applications from the community.

General Members-The role of the general members will be to

- Assist where possible and attend all TREC and Thunderbird Recreation meetings.

Thunderbird Recreation Executive Committee-The role of TREC will be to

- Utilize and be familiar with the current Policies and Procedures manual to operate a well-organized funding committee for Community events, Elders and Youth Sporting and Recreation purposes.
- Operate on a fair, reasonable and unbiased manner.
- Ensure everything is done in a clear and transparent manner.
- Make an effort to attend every meeting and will communicate with the Secretary of their ability to attend any given meeting.
- Adhere to and respect any conflicts of interest.

- Uphold the values and objectives of the Committee
- Give adequate time and energy to the Committee
- Act with integrity and avoiding or declaring personal conflicts of interest.

Meetings

- All meetings will be chaired by the President, or in their absence the Vice-President.
- A meeting quorum will be four (4) members of the advisory committee, which shall include either the President and or the Vice-President.
- Three consecutively missed meetings without giving notice to the Secretary will result in the removal of a committee member
- Meetings will be held during the last Monday of the month at 6:00pm in the Thunderbird Hall.
- If required subgroup meetings will be arranged outside of these times at a time convenient to subgroup members.

Governance

- Decisions are made by consensus (i.e. members are satisfied with the decision even though it may not be their first choice).
- If not possible, a vote will be carried out with those in attendance.
- Each committee member has 1 vote and must be present during voting.
- There will not be the ability to vote by proxy.
- Quorum must be present to hold a vote.

Conflict of interest

Committee members are required to declare a personal conflict and abstain from voting on an application/decision if the applicant(s) are the member's spouse, sibling, and or child.

Communication

Members will indicate their preferred method of communication and notice regarding meetings. Meeting organizers will strive to provide the maximum amount of notice for each meeting.

Original Terms of Reference Adopted at the Thunderbird Recreation Meeting Held at the Thunderbird Hall on June 17, 2014 at 6:30pm
