



## **Growth & Development Committee – Terms of Reference**

**Purpose:** To attain sustainable membership growth through increasing number of members, members playing hours and overall market share of Ultimate in Edmonton.

**Responsibilities:** The responsibilities of the committee include, but are not limited to those listed below:

- Provide opportunities for player development
- Investigate opportunities for growth within and outside of the EUPA community
- In coordination with GM, plan leagues
- Promote SOTG and a working knowledge of the rules among members
- Address Spirit and rule related issues brought to the attention of EUPA
- Monitor spirit scores and address concerns in a timely manner
- Create and submit “Rule of the Month” for the EUPA newsletter
- Continue support with spirit related roles within EUPA, for example Spirit Captains
- Collaborate with Juniors Committee and Tournaments Committee in regards to growth
- Create a centralized and enriched database of members, in coordination with the Community Committee
- Monitor and respond to emails in a timely manner (GrowthDev@eupa.ca)

### **Resources:**

The EUPA Board of Directors in the EUPA yearly budget may allocate funds to the Growth and Development Committee. All requests for additional funds, required for specific programs or general committee operations, should be presented to the EUPA Treasurer for review. All requests for procurement or use of EUPA equipment required for specific projects, programs or general committee operations, should be presented to the EUPA General Manager for review.

### **Composition:**

**Committee Chair:** The Committee chair will be appointed by the EUPA Board of Directors and will act as a representative of the Board.

The responsibilities of the committee chair include, but are not limited to:

- Report to the EUPA Board of Directors on committee work
- Schedule and chair all meetings
- Provide leadership and direction to the committee and ensure the committee is kept on track for all goals

**Members at Large:** The Growth and Development committee will consist of a minimum of 3 and a maximum of 9 members. The committee must have a representative from the EUPA Board of Directors.

It is the responsibility of each member of the committee to contribute to the achievement of and work towards the goals set out by the committee. In addition, it is expected that each member attend committee meetings and volunteer for EUPA events to the best of their ability. The responsibilities of the Growth and Development Committee, as listed above, are shared among all committee members.

**Term of Membership:** The term of office will be a minimum of one year with no maximum. All committee members must hold a current membership with EUPA.

**Meetings:** Meetings will take place bi-monthly, at a minimum. Committee members will be provided with a minimum of one week's notice before all meetings. Circumstances permitting meetings will take place in person; attendance via electronic methods will also be accepted. At least 50% of the committee will be required for quorum. The meeting agenda will be prepared by the committee chair and shared with all committee members through Google Docs or email at least 24 hours prior to the meeting.

Additional communication between committee members, outside of meetings, shall take place through email to ensure all committee members are kept up to date with committee work and discussion.

**Records and Reporting:** Growth and Development Committee meeting minutes will be recorded by a member of the committee and will be submitted to all committee members in the week following the meeting through Google Docs. A copy of the meeting minutes will also be saved and shared via Google Drive.

**Related policies / By-laws:** All work and goals of the committee will be aligned with the current EUPA Strategic Plan with a specific focus on the Growth and Capacity & Resources pillars. As well, the committee will base decisions on the EUPA values of Spirit of the Game and Sustainability.

**Review:** The Growth and Development Committee Terms of Reference will be reviewed annually. The next review will take place September 2018.