

# Committee Member Description

## Officials Development

Members of the Officials Development Committee are elected by the members of the Association. Committees of the Board report to the Board of Directors. The Terms of Reference for the Committee are approved by the Board.

### Term

1. Standing and Operating Committee members are elected by the membership at the AGM.
2. The Chairpersons of Standing and Operating Committees are selected from amongst committee members or may be appointed by the Board.
3. Standing and Operating Committee members serve for a two (2) year term.
4. Ideally the terms of members should be staggered with one-half (½) of the committee membership being elected or appointed each year. This will provide for continuity within the committees.

### General Duties\*

1. The Officials' Development Committee shall consist of:
  - a. The Chair or person acting as Chair.
  - b. Three (3) officials if and where possible, from levels one, two and three.
  - c. If a BCSSA member is appointed to Speed Skating Canada's Officials Development Committee then that member, where possible, will be an ex-officio member of the committee in an advisory capacity.
  - d. BCSSA staff may be assigned to the committee in an advisory capacity.
2. The Officials' Development Committee shall be responsible for:
  - a. providing a Provincial certification program consistent with the SSC Officials' Development certification program;
  - b. ensuring the availability of qualified officials through education and accreditation;
  - c. appointing qualified officials to designated provincial competitions;

- d. supporting identified and qualified officials to competitions and clinics outside of the province;
  - e. providing, as required, officials clinics within the province;
  - f. appointing and supporting qualified course conductors to clinics, as required;
  - g. identifying the Ritha Johnson Official of the Year award recipient in consultation with the Awards Committee;
  - h. preparing and publishing an annual Officials' Development Committee bulletin(s)/newsletter;
  - i. preparing a report for the Annual General Meeting;
  - j. preparing and submitting the annual Officials' Development Committee budget to the Executive Director when requested;
3. The Officials' Development Committee will receive, on or before September 1st of the upcoming season, a bid from all Senior Referees and Starters who wish to work the following competitions:
- a. BC Long Track Championships
  - b. BC Short Track Championships
  - c. Other events as identified by the Officials' Development Committee in consultation with the competitions
4. From bids submitted, the Committee will appoint, in consultation with the host club, Chief officials. If no bid is submitted, the Committee will appoint the officials as required.
5. The Officials' Development Committee will present plans for the upcoming season to the BCSSA Board of Directors by the Spring planning meeting.

\*Position Descriptions are currently under review

## Time Commitment - Moderate to High

Members of the Officials Development committee meet on a regular basis and work in conjunction with staff and other volunteers for the completion of the responsibilities of the committee.