

SAIL MANITOBA

WINDSURFING COMMITTEE POLICY

1. **Mandate:**

The Windsurfing Committee is a standing committee of Sail Manitoba and is delegated by the Board of Directors to promote windsurfing. The committee is charged with the responsibility to develop and promote the windsurfing program of Sail Manitoba. The windsurfing committee will also be responsible for the recruiting and the ongoing development of competent certified windsurfing instructors to support the windsurfing program.

2. **Composition:**

The windsurfing committee will consist of up to five members of which some may be from the Board of Directors. The committee will consist of:

Windsurfing chair

VP Training

Secretary

2 members at Large

Sail Manitoba President (ex officio)

Sail Manitoba Executive Director (advisory capacity)

3. **Roles of Committee Members:**

Committee members will fulfill the roles and responsibilities of the committee as follows.

Windsurfing Committee Chair

Will be appointed by the windsurfing committee

Will call meetings and chair them.

VP Training

Will report windsurfing committee activities to the board

Represents the committee's interests in board discussions.

Windsurfing Committee Secretary

Will keep minutes of the meetings and co-ordinate with the executive director to maintain records of the committee.

Will insure that meeting venues are arranged.

Will chair meetings in absence of the chair and report to the chair.

Executive Director

Will act in an advisory capacity to insure consistency with the programs of Sail Manitoba. .

4. **Operating Procedures:**

The windsurfing committee will meet a minimum of two times per year or at the discretion of the chair. There will be a minimum of one meeting convened prior to and one following the summer season. The normal process for creating or amending

procedures and policies will be to present them to a committee meeting. Suggestions for new policies or changes to existing policies will be submitted to the board of directors for approval. A quorum of three members including the chair or in his absence, the secretary, is required for an official meeting. All policies of Sail Manitoba will be adhered to. Meetings will be held in accordance to Roberts Rules of Order.

The windsurfing committee in conjunction with Sail Manitoba will develop instructors and maintain rates for the Learn to windsurf programs.

5. Membership:

Committee members must be a member of the CYA/Sail Manitoba. Committee members will be informed of all meetings via email. A person may become member of the committee either by application or by invitation.

6. Assets and Resources

The committee will acquire and maintain assets in conjunction with Sail Manitoba. The committee will require the resources provided through the office.

7. Rates

The committee will assume the responsibility of establishing and maintaining fee structures for courses. All instructors will adhere to the rates and programs established by the windsurfing committee. These rates will be reviewed annually at the post-season meeting and any adjustments will be made at that time.

8. Responsibility

The administration and yearly review of this policy is the responsibility of the VP Training.

9. Review and Approval

This policy was first approved by the Board of Directors of Sail Manitoba on March 2, 2010.