

CANADIAN DEAF SPORTS ASSOCIATION

STANDING COMMITTEES





Canadian Deaf Sports Association - Standing Committees

The CDSA Currently has 4 Standing Committees in place, which help to ensure progress in specific areas, and allow the board to set the overall direction of the organization.

Currently the CDSA's Standing Committees are:

- Human Resources
- Governance
- Communications
- Finance

Facts about our Standing Committees

- ✓ These committees meet regularly (primarily via e-mail/Skype, or in person if possible), with the intent to help move issues forward between our regular quarterly Board of Directors Meetings.
- ✓ Each Standing Committee has been appointed a "Committee Chair", who is a current member of the CDSA Board of Directors.
- ✓ The frequency of Standing Committee meetings will be set by the Chair of each committee, and will depend mostly on the amount of items and urgency of current issues within their area.
- ✓ Estimated between 6-10 "virtual" meetings per year.
- ✓ Each committee will be responsible for sending along a report to the quarterly CDSA Board of Directors Meetings, to be delivered by the Committee Chair (Board Member).

Each standing committee is responsible for ongoing work on specific CDSA projects within their focus area, and providing regular input and recommendations to the CDSA Board.

Standing Committee Chairs to recruit people outside of the CDSA Board that they know and trust (and/or who bring a relevant skill set) to make up their committees. We also hold an open call for interested parties to apply to become a member of one (or more) of our Standing Committees

Typically Standing Committees are driven by the CEO and the Committee Chair (they schedule the meetings, set the agenda, prepare the reports, and keep projects moving).

Normally the Board President does not Chair or sit on any of the Standing Committees, but he/she may decide to float in and out of meetings with some or all committees as he/she decides.

The President can communicate with the CEO on items relevant to each committee - to receives updates, provide feedback, add items to the agenda, etc.

Here are some of the priorities and areas of focus for our Standing committees:

Communications Committee

- Improve PDSO/NDSO, Sport Committees Communications
- Create new initiatives to promote and market CDSA
- improve communications with other organizations - NSO's, PSO's, MSO's, Schools, Deaf Schools, Colleges/Universities, Athletes, parents, coaches, volunteers, etc...
- Regular Quarterly Newsletters & Special Editions
- Refresh printed materials
- Development of a Social media strategy
- Website content review
- Survey to members for feedback
- Integration of Vlog module on the CDSA website
- Develop and assemble Recruitment packages for Coaches
- Info packages to PDSO's, NDSO's, Sport Committees, etc.
- Create an Online resource library - (documents in .pdf)
- Public Relations - letting Athletes tell their story
- Deaflympics promotional video/commercial
- Distribute survey to see where deaf athletes live - then use data to identify sites for regional camps

Governance Committee

- Not for Profit Status
- Policy & Bylaw revisions
- Board membership/Operations/Processes
- Development of a Risk Management Strategy
- Review the roles & Responsibilities of the Board of Directors, committees, & chairs.
- Make recommendations to the Board to improve (effectiveness, relevance, clarity) to governance structure and policies.

Human Resources Committee

- Provide staffing recommendations, assist with recruitment and retention
- Assist with interview preparation, scheduling, follow up
- Assist with advertisements for new personnel
- Review Professional Development opportunities.
- HR Policies and procedures, employee benefits review
- Develop an orientation package for new employees
- Develop an orientation package for new board members
- Seek temporary staffing opportunities (students, internships, etc.)
- Disciplinary processes & Procedures
- Identify and evaluate resources available for staff
- Review of assets, supplies & space required and available for staff

Finance Committee

- **Oversee the Yearly Audit**
- **Provide ongoing financial updates**
- **Funding/granting opportunities**
- **Accounting/tax issues**
- **Provide Budgeting advice**
- **Cost Savings(Expenses) review**
- **Asset Control, Inventory**
- **Revenue Generation - Sponsors, new grant opportunities**
- **Fundraising**
- **Oversee the issuance of funds for CDSA Grant Programs**
- **Contract Revisions**
- **Management of Affiliation Fees**