

Terms of Reference: Screening Committee

1. Introduction and Purpose

NICKEL PLATE NORDIC CENTRE understands that screening personnel and club members who, by nature of their position, pose a safety risk, is a vital part of providing a safe sporting environment and has become a common practice among sport organizations that provide programs and services to the sport community. The NICKEL PLATE NORDIC CENTRE Board of Directors established the Screening Committee to implement the Screening Policy.

2. Accountability

The Screening Committee reports to the NICKEL PLATE NORDIC CENTRE Board of Directors.

3. Mandate

- a. The Screening Committee will implement the Screening Policy.
- b. The Screening Committee is responsible for notifying affected individuals of the screening requirements identified in the Screening Policy, reviewing all documents submitted, and, based on the review, making decisions regarding the appropriateness of individuals filling positions within NICKEL PLATE NORDIC CENTRE. Note that screening includes monitoring the completion of training requirements.
- c. Further detail on how the Committee will complete its mandate is provided in the Screening Policy.

4. Membership

- a. The Committee shall be composed of one or three people who possess the requisite skills, knowledge, and abilities to accurately screen documents and render decisions under the Screening Policy. This includes knowledge of power imbalance.
- b. The Board of Directors will appoint Committee members.
- c. The term of a Committee member appointment is two years and is renewable for up to two additional terms.

5. Chairperson

- a. The Committee will select a chairperson from among Committee members.
- b. The Committee Chair is responsible for:
 - Providing leadership to the Committee (i.e.: convening meetings; developing agendas; assigning, supervising and coordinating the Committee work);
 - Documenting decisions and maintaining records; and
 - Representing the Committee in communication, including providing reports to the Board of Directors.

6. Conflict of Interest

Managing conflicts of interest, be they potential, real, or perceived, will be difficult in a club environment. Where the decision to clear an individual is not clear based on the documentation submitted, members are required to declare conflicts of interest before the debate begins and immediately excuse themselves from the debate. The member must not vote where there is a perceived or real conflict. If a committee member fails to declare an interest that is known to the chairperson, the chairperson will declare that interest. If a conflict of interest prevents the Committee from making a decision, the Committee may invite a neutral third party to review the screening material and make a decision.

7. Decision-Making

The Committee shall endeavour to make decisions by consensus. In case of disagreement, committee members shall cast votes. A majority vote is required to pass a motion.

8. Meetings

- a. The Committee shall determine a meeting schedule that will facilitate the achievement of the Committee's objectives. Records that reflect all Committee decisions shall be kept and be available to the Board of Directors.
- b. Quorum shall be all Committee members.
- c. The Committee will provide a report to all Board meetings.