

**NATIONAL MEMBER REGISTRATION SYSTEM COMMITTEE**  
**TERMS OF REFERENCE / MANDATE**

**1. Introduction**

A national member registration system was developed to benefit Cross Country Ski de fond Canada (CCC) National, Divisions, clubs and individual members by facilitating registration, data collection and reporting. As such, the Chief Executive Officer (the “CEO”) forms the National Member Registration System Committee (the “Committee”) as an operational committee of CCC.

**2. Purpose**

The Committee will act as a working group and advisory body to CCC on matters related to the national member registration system offered by CCC.

**3. Accountability**

The Committee reports to the CEO. The Committee does not have authority to make decisions on behalf of the CEO or to bind CCC in any way, unless specifically authorized to do so by the CEO.

**4. Mandate**

The Committee will work to ensure the national member registration system benefits members, clubs, Divisions and CCC, both as a registration tool and as a database that supplies useful contact information, particularly for members of club executives, and information on trends, statistics, and more. The Committee shall make recommendations to and support the CEO as follows:

- a. Actively promote the registration system and collect feedback.
- b. Review and recommend enhancements to the registration system, including the addition of a downloadable membership card.
- c. Function as an information resource for CCC, Divisions, and clubs.
- d. Report back to CCC staff and Division offices through the Division Executive Directors Committee.
- e. Coordinate an annual membership audit to ensure clubs and members have used the system to register.

Tasks beyond those listed must be discussed with and approved by the CEO.

**5. Membership**

- a. The Committee shall be composed of, when reasonably possible:
  - i. at least three representatives from different Division offices
  - ii. at least one representative from a club
  - iii. one representative from the company hosting the national registration system
  - iv. the CCC CEO or his or her designate to the Committee
- b. The CEO may assign one or more staff members to assist the Committee.
- c. The CEO will appoint members.
- d. The membership term is one year expiring in September and is renewable.

**6. Chairperson**

- a. The Committee will elect a Chairperson from Committee members.
- b. The Chairperson is responsible for
  - i. providing leadership to the Committee (e.g., convening meetings; developing agendas; assigning, supervising and coordinating the Committee work)
  - ii. representing the Committee in communication

**7. Decision-Making**

Decision-making is limited to providing advice and recommendations. The Committee shall endeavour to operate by consensus. In case of disagreement, committee members shall cast votes.

**8. Meetings**

- a. The Committee shall determine a meeting schedule that facilitates achievement of the Committee's on-going work and will include at least one meeting per year.
- b. Meetings may be by phone, in person, or by any other means that facilitates simultaneous communication of attending Committee members.
- c. The Committee will keep a record of recommendations and decisions and provide this record to the CEO.
- d. The Committee will invite guests and outside experts to attend meetings at the discretion of the Chairperson.
- e. A quorum for each meeting of the Committee shall be four people.