



ARGONAUT ROWING CLUB

PARENTS COMMITTEE TERMS OF REFERENCE

Committee Name

Argonaut Rowing Club (ARC) Parents Committee

Purpose/Mandate

The Parents Committee supports the ongoing development and success of the Junior Rowing Program at the Argonaut Rowing Club, by providing for the needs (as defined in # 5 and 6 below) of junior athletes at the Club, and at provincial and national level regattas on a self-sustaining basis. The Parents Committee acts as a voice for junior athletes (who are minors) amongst other rowers at ARC and collaborates with the Board of Directors and other members in welcoming new juniors and new parents into the Club.

Duties and Responsibilities

The Parents Committee will strive to undertake the following in collaboration with staff and volunteers of the ARC. The duties and responsibilities are broken down into “sub-committees” or “roles” and the tasks described for each:

1. **Chair** or Co-Chairs - to provide general leadership to the Parent Committee by organizing regular meetings, setting the agenda, presiding at meetings and by encouraging and supporting members of the committee to assume and fulfill specific roles and responsibilities on the committee. The chair will work with other Committee members to continually identify, recruit, and engage more parents in volunteering time, talent, and resources in support of the Committee’s activities and the Club’s goals.
2. **Secretary** - to record accurately, actionable activities and decisions made or agreed to by the committee; and make minutes available to all parents of junior rowers and to the ARC Board of Directors.
3. **Treasurer** – within the context of the Committee being financially self-sufficient, establish a bank account and maintain and report accurate records of funds raised and expended by the Parents Committee. Liaise with the Fundraising Director of the ARC Board in managing any funds generated in support of broader ARC fundraising initiatives.
4. **Advocacy** –To ensure the continued participation of junior athletes as a part of ARC programming, and to support the eligibility of more youth from more Toronto area schools to compete at CSSRA and other high school regattas by liaising with appropriate School Board(s) and regatta organizing committee representatives.

5. **Equipment** – to acquire and maintain an inventory of tents, tables, coolers and other such equipment needed to provide shelter and hospitality areas for athletes at regattas and/or training activities. To arrange transportation, set-up, tear down and storage of equipment as required at training and regatta sites.
6. **Nutrition/Hydration** – to determine junior athletes’ food and beverage needs to support their success when at regattas or off-site training and arrange parent support in providing healthy foods and beverages to meet those needs.
7. **Fundraising** – to establish annual fundraising goals, develop, and implement plans and activities as appropriate to reach annual fundraising objectives. The committee will raise funds for two purposes:
 - a. Providing for nutrition/hydration of athletes off-site, and equipment as described above;
 - b. Contributing to the ARC Pull Together Capital Campaign and/or to other needs and priorities identified by ARC.
8. **Communications** –to develop and maintain a current contact list of all ARC junior rowing parents, with support as appropriate from the ARC Membership and Communication Directors, and to help ensure all parents, including those who cannot participate on the Parents Committee, have access to relevant and timely channels of information including possible development and maintenance of a page for Juniors’ parents on the Club’s website.
9. **Social** – To plan and organize activities for parents to get to know one another, to welcome parents of incoming junior rowers and share information early on about expectations and opportunities for their child’s participation and how they can become engaged in the Club.
10. **Travel and Accommodation** - to assist in arranging the logistics of travel and accommodation for off-site regattas and training, recruit required number(s) of chaperone(s) and ensure chaperone(s) are aware of their role, responsibilities and the Athletes Code of Conduct

Scope

The following areas and determinations are out of scope: allocation of rowing or coaching equipment, determining which athletes go to what regattas, selection of athletes for crews, or for seats in boats or involvement in any coaching decisions. Otherwise, within the Purpose/Mandate described above, the Committee will decide its own work plan, and will be self-sufficient from a budgetary standpoint.

Authority

The Committee has full autonomy within the purpose and mandate set out above; however, any fundraising or other activities that includes the broader Club membership and/or involves the use or representation of the ARC identity with external audiences must adhere to the parameters of the ARC’s Fundraising Policy.

Membership

Any parent of a junior athlete at ARC who is willing to take on a defined role or responsibility to support the Purpose/Mandate of the Committee, is welcome to be a member of the Committee. All members of the Committee must sign a declaration that they will abide by all [Club Rules, By-law and Policies](#). Committee members are expected to attend 65% of Committee meetings. Ideally the Committee will include 8 – 12 members, with representatives from various schools and from each age/grade cohorts (Grades 9 to 12). The Chair, Treasurer and Secretary positions will be nominated by the Committee for review and approval by the ARC Board of Directors. A member of the ARC Board of Directors (ARC Board Liaison) and the Head Coach are ex -officio members of the Committee.

Terms

The positions of Chair, Treasurer and Secretary are for a term of one year and will typically be effective at the January Parents Committee meeting.

Meeting arrangements

In January of each year, a schedule of monthly meetings will be established on a consistent date (e.g., the second Tuesday of every month), as set by the Committee membership. Additional meetings will be established as needed, and will be called by the Chair. The Chair, with agreement of the committee, may also cancel occasional meetings provided there are no pressing matters. The meeting location is the Club's Trophy Room, or other designated meeting space at ARC.

Reporting

The responsibility for providing regular reports and updates to the ARC Board will rest with the Head Coach and the ARC Board Liaison. However, the Chair of the Parents Committee, may from time to time be invited to attend an ARC Board meeting as a guest to report directly to the Board of Directors.

Resources and budget

The ARC will provide meeting space and as from time to time requested by the Parents Committee in support of its activities. The budget for the work of the Committee will be generated by the parents of junior ARC members.

Review

The terms of reference will be reviewed annually by the Board with input from the Committee. Between reviews, if any concerns arise the Board Liaison and/or Committee Chair are responsible for communicating with the Board of Directors to ensure follow up and review of the Committee Terms of Reference within the next 30 days.

Approved by the Parents Committee: January 10, 2018

Approved by the Board of Directors: March 1, 2018