

OEA Working Committees: Guidelines

Committees are a useful way to structure, manage and streamline the work of the OEA Board of Directors and take advantage of Directors' particular skills and areas of expertise. Therefore, the Board may, from time to time, appoint any committee or other advisory body comprised of Directors, Members and/or other persons, as it deems necessary or appropriate for such purposes and with such powers as the Board deems fit. (OEA Bylaw, 4.28).

The work of OEA committees are subject to the following general operational guidelines:

- Overarching mandates of each working committee are approved by the BOD.
- All discussions at Committee meetings are confidential among OEA Directors and among any outside Committee members or guests.
- At the beginning of each year, Committees will develop a proposed plan of action for the upcoming year, shared with the BOD at meetings between January and March.
- Any Committee requiring a budget for its operations must present a budget to be approved by the BOD.
- Specific recommendations for work and other courses of action should be presented to, discussed, and approved by the full BOD before being actioned by the Committees.
- Committees don't make operational decisions independently of the Board.
- With the exception of Finances, the Committees should be made up of at least 2 members in the interests of preventing Directors from working in isolation. A maximum of 5 members is recommended for efficiency of work, but not mandatory.

Chair or Co-Chair. The role of the Chair is to lead the committee and involve all members in its work. It is encouraged that Committee Chairs have at least one year of experience on the Board of Directors. However, new directors are welcome to lead committees where they are co-Chairs with previous directors, or where they are 'shadowed' by previous directors, available to help them take on the role and become familiar with the operations of the OEA.

Removal. Any committee members may be removed from the committee by resolution of the Board (Article 4.30 OEA By-laws).

Use of Task Forces. Task forces, with limited life spans, may be used for discrete and clear objectives, for limited work related to the OEA's mission, strategic plan and priorities. In some cases, the work of a task force might usefully be folded into an existing or a new committee and in other cases, once the work is complete, the task force will be disbanded.

Non-Board members as Committee members. From time to time, the OEA may invite non-board members with specific experience, skills, contact, or knowledge to serve on

committees or task forces. These Committee members will not be included in the regular meetings of the BOD. Non-Board members should not be invited to join an OEA Committee without the prior knowledge and approval of the OEA BOD.

Email communication and traffic. Unless there is a good reason to make an exception, all emails concerning the day-to-day work and operations of individual committees should be limited to the members of those committees and any other necessary recipients (i.e., OEA treasurer on financial issues). Please cc all email correspondence concerning the work and operations of OEA Committees to the President@ontarioeventing.ca email.

Approved
February 13, 2024