

## SAIL MANITOBA

### WINDSURFING COMMITTEE POLICY

**1. Mandate:**

The Windsurfing Committee is a standing committee of Sail Manitoba and is delegated by the Board of Directors to promote windsurfing. The committee is charged with the responsibility to develop and promote the windsurfing program of Sail Manitoba. The windsurfing committee will also be responsible for the recruiting and the ongoing development of competent certified windsurfing instructors to support the windsurfing program.

**2. Composition:**

The windsurfing committee will consist of up to five members of Sail Manitoba of which some may be from the Board of Directors. The committee will consist of:

Windsurfing chair

Secretary

3 members at Large

Sail Manitoba President (ex officio)

Sail Manitoba Executive Director (advisory capacity)

**3. Roles of Committee Members:**

Committee members will fulfill the roles and responsibilities of the committee as follows.

**Windsurfing Committee Chair**

Will be appointed by the windsurfing committee

Will call meetings and chair them.

Will report windsurfing committee activities to the Sail Manitoba board

Represents the committee's interests in board discussions.

**Windsurfing Committee Secretary**

Will keep minutes of the meetings and co-ordinate with the executive director to maintain records of the committee.

Will insure that meeting venues are arranged.

Will chair meetings in absence of the chair and report to the chair.

**Executive Director**

Will act in an advisory capacity to insure consistency with Sail Manitoba programs.

**4. Operating Procedures:**

The windsurfing committee will meet a minimum of two times per year or at the discretion of the chair. There will be a minimum of one meeting convened prior to and one following the summer season. The normal process for creating or amending procedures and policies will be to present them to a committee meeting. Suggestions for new policies or changes to existing policies will be submitted to the board of

directors for approval. A quorum of three members including the chair or in his absence, the secretary, is required for an official meeting. All Sail Manitoba policies will be adhered to. Meetings will be held in accordance to Roberts Rules of Order.

The windsurfing committee in conjunction with Sail Manitoba will develop instructors and maintain rates for the Learn to windsurf programs.

**5. Membership:**

Committee members must be a member of the Sail Canada/Sail Manitoba. Committee members will be informed of all meetings via email. A person may become member of the committee either by application or by invitation.

**6. Assets and Resources**

The committee will acquire and maintain assets in conjunction with Sail Manitoba. The committee will require the resources provided through the Sail Manitoba office.

**7. Rates**

The committee will assume the responsibility of establishing and maintaining fee structures for courses. All instructors will adhere to the rates and programs established by the windsurfing committee. These rates will be reviewed annually at the post-season meeting and any adjustments will be made at that time.

**8. Review and Approval**

The administration and review of this policy is the responsibility of the Executive Director. This policy was first approved by the Board of Directors of Sail Manitoba on March 2, 2010. It was reviewed, amended and re-approved by the Board of Directors on February 11, 2019. The date for the next re-approval is February 2022.