



Manual of Operations

Title: Committee Structure and Responsibilities	Number: MO-02-05
Source: WGHA Board	
Approved By: WGHA Board	Date Approved: June 2014 Date Last Reviewed: March 2016; February 2024

The following committees are Standing Committees of the WGHA Board as permitted in the WGHA By-law:

- Finance
- Grievance and Appeals
- Leagues Management
- Tournaments

Subject to the provisions of the WGHA By-Law, the WGHA Board will ratify the appointment of the Chairs and members of each of the Committees of the Board.

The Board, with consultation from the Committees, will set terms of reference outlining purpose, objectives and membership for each committee. Current Terms of Reference can be found in the Appendices Section (II) of this Manual of Operation.

The Board may appoint non-directors to all Committees of the Board. These individuals (unless they are paid by WGHA) will be entitled to vote at the Committee meetings.

The WGHA Board may, establish, specify duties, and appoint members to Ad Hoc committees as may be deemed necessary or advisable for effective administration of the WGHA and will appoint the chair of any such committees. The Board may by resolution, dissolve any Ad Hoc Committee at any time.

Regardless of the committee(s), their function is to help the Board do its job, primarily through preparing policy alternatives and recommendations for Board deliberations as well as carrying out operational activities as assigned by the Board.

In order to keep the Board informed of the activities of the committees, regular reports from the Standing Committee chairs will be provided to the Board. Reports will also be provided to the Board by any Ad Hoc committee(s)



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established by the Board as described in the Ad Hoc Committee terms of reference.

Board committees may not speak or act for the Board except when formally given such authority by the Chapter Chair, for specific and/or time-limited purposes.

All committee members shall abide by the same Code of Conduct as governs the Board.

Except as defined in written Terms of Reference or approved through Board resolution, no Committee has authority to commit the funds or resources of the WGHA.

Committee Chair Responsibilities

A Committee Chair is responsible for calling and presiding at Committee meetings as well as providing direction and coordination to members of the Committee.

General Responsibilities

- Monitor the progress of WGHA goals and objectives as they relate to the Committee and as set out in the WGHA multiyear plan.
- Conduct meetings, formulate ideas, delegate responsibility and ensure minutes and attendance are kept of the meetings of the Committee as per WGHA policy.
- Communicate regularly to the Board on the activities, deliberations and projects of the Committee.
- Uphold the WGHA's policies and procedures handling problems, and address issues among chapter members.
- Prepare and communicate a final written report of the year's activities, which includes recommendations for the following year.