

RA Champions Table: Terms of Reference

Accountability

The purpose of the Champions Table is to facilitate bi-directional communication between the clubs / activities (volunteers) and staff of the RA. The information provided will be of a high level, strategic nature. The expectation is that each representative sitting at the Champions Table will disseminate the information shared with their respective clubs / activities.

Composition

- The Champions table will be comprised of one person per club / program (typically the chair of the club executive or delegate which may be topic dependent)
- A minimum of 2 RA Board of Directors representation will be present for each meeting
- The RA staff responsible for clubs will also be in attendance
- Each meeting will be facilitated by the CEO or Director of Recreation, Sport and Fitness

Meetings

The Champions Table will meet quarterly or as required throughout the year. A schedule of meetings will be updated on a minimum of a one year basis.

Functions & Responsibilities

The Champions Table is being assembled to improve the communication and strengthen linkages and relationships with the RA. The information presented will include, but not limited to:

- a. RA Bylaw revisions
- b. Financial performance and profitability
- c. Operational and Capital budgets and planning
- d. Strategic planning of the organization
- e. Awards and Recognition planning and execution
- f. Fundraising opportunities (i.e National Sport Trust Fund)
- g. Other as desired by the Champions Table participants

Proposed Schedule:

October 23 rd , 2018	Profitability Analysis	5-7pm
December 11, 2018	RA Bylaws	5-7pm
February 19, 2019	RA Strategic Plan	5-7pm
May 21 st , 2019	Awards and Recognition	5-7pm