

Saskatchewan Horse Federation (SHF)

Policy: Committee Population Policy

Board Approval Date: May 12, 2020

Responsible: Executive Committee

Effective Date: May 12, 2020

Next Review Date: January 15, 2023

Last Revised: January 15, 2021

Introduction:

1. The policy statement applies to securing volunteers to participate on committees of the Federation through a fair and respectful process in order that the best candidates are secured.

Purpose:

2. The purpose of this policy is to establish a streamlined volunteer committee member approval process.
3. To identify the qualities and experience of the individuals who have agreed to sit on committees.
4. To create bio's for the selected committee members to assist the board in their approval as per the Terms of Reference.
5. To ensure volunteer committee members understand and respect the Federation's Confidentiality, Conflict of Interest, Respect in Sport and Code of Conduct (Dispute Resolution) policies.

Administration:

6. All committee members will be approved by the SHF Board of Directors and once selected will be required to sign Code of Conduct, Confidentiality and Conflict of Interest Agreements. These documents are signed by ALL board and committee members on a yearly basis.

Policy & Process:

Monitoring:

Who should know this Policy:

7. The Board of Directors, The Policy Review Committee, Executive Director and the Committee Chairs.

Policy Review:

8. The Policy shall be reviewed yearly to determine modifications, if any, or to address shortcomings of the Policy Statement or possible changes to the application based on volunteer feedback.

History: (dates & modifications made to the policy)

