



MJMH Policy #005: Sub-Committees
Updated: October, 2025

1. PURPOSE

This policy outlines the authority, formation, composition, and operation of sub-committees established by the Moose Jaw Minor Hockey Association (MJMHA) Board of Directors. It ensures consistency, transparency, and accountability when committees are formed to support the objectives and operations of the organization.

2. AUTHORITY TO FORM SUB-COMMITTEES

2.1. The MJMHA Board of Directors may establish sub-committees at its discretion to:

- Research or provide recommendations on specific issues of strategic or operational importance;
- Organize events or activities that support the mission and goals of MJMHA;
- Address time-limited needs or emerging priorities within the organization.

2.2. The Board shall define each sub-committee's:

- Mandate and scope of authority;
- Specific deliverables or intended outcomes;
- Term (temporary or ongoing) and reporting expectations.

3. FORMATION & APPLICATION PROCESS

3.1. When forming a sub-committee, MJMHA shall publicly communicate:

- Its intent to form the committee;
- The committee's mandate and goals;
- The criteria and expectations for committee members;
- Application instructions, deadlines, and any relevant voting or selection process.

3.2. Committee formation will prioritize transparency and fairness in selection.

4. COMPOSITION & LEADERSHIP

4.1. Committee membership may include both Board members and non-Board volunteers, as appropriate to the committee's scope and function.

4.2. In the interest of consistent governance and communication, the Chair of each sub-committee shall be a current member of the MJMHA Board of Directors, unless otherwise approved by a Board vote.

- 4.3. Committee members will be appointed by the MJMHA Board of Directors, except in cases where:
- A standing appointment is defined by MJMHA By-Laws; or
 - The committee requires a vote to determine its membership (as defined during its creation).
- 4.4. The size and structure of each committee shall be determined by the Board based on:
- Efficiency of operation;
 - Required expertise or representation;
 - Time commitment and deliverables.

5. FINANCIAL OVERSIGHT

- 5.1. Sub-committees shall have no independent financial authority.
- 5.2. Any financial requirements or proposed expenditures must:
- Be supported by a written budget; and
 - Receive prior approval from the MJMHA Board of Directors.

6. OPERATIONAL GUIDELINES

- 6.1. All committee meetings must:
- Be documented through agendas and minutes;
 - Follow the MJMHA's adopted rules of order and code of conduct;
 - Be conducted with professionalism and respect for confidentiality where applicable.
- 6.2. Committee Chairs shall:
- Report regularly to the Board on the committee's progress;
 - Raise any concerns, barriers, or requests for Board guidance in a timely manner.

7. COMMITTEE DISSOLUTION

A sub-committee may be dissolved at any time by majority vote of the MJMHA Board of Directors when:

- Its purpose has been fulfilled;
- It is no longer serving a useful or necessary role;
- Its operations are inconsistent with MJMHA's goals or governance standards.

8. POLICY REVIEW

This policy shall be reviewed annually by the MJMHA Board of Directors or upon amendments to organizational bylaws or governance practices that impact the structure or function of Board sub-committees.

<i>Policy Updates</i>	
October, 2025	Reformatted. Renamed