

Yellowknife Ski Club Grooming Shed Working Group Mandate

Grooming Shed Working Group

1. Introduction

The Bylaws of the Yellowknife Ski Club state that: “the Board of Directors shall have the power to appoint chairpersons to head necessary committees, who shall be responsible to the Board and shall not hold the designated offices for any period beyond the next annual general meeting.”

The Bylaws also state that: “The President shall be responsible for the general management and supervision of the affairs and operations of the Club.”

2. Grooming Shed Working Group

A committee of the Yellowknife Ski Club, called the ‘Grooming Shed Working Group’, is hereby established.

3. Membership and Chairperson

The Grooming Shed Working Group shall have as Members: the Director Facilities; Robert Tumchewics; Ray Bethke; and, Doug Townsend.

The Chair of the Executive Committee shall be the Director of Facilities.

4. Mandate

The Grooming Shed Working Group has the following responsibilities:

- To advise the Board on: planning; construction and contracts for the construction of the grooming shed.
- Prepare a Class ‘A’ estimate for board approval.
- To issue purchase orders and enter into contracts with suppliers and subtrades to complete the construction of the grooming shed per the Class ‘A’ estimate.

5. Accountability

The Chair shall report to the Board on the work of the Grooming Shed Working Group.

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6. Meetings

- The Grooming Shed Working Group shall determine a meeting schedule that will facilitate achievement of the Committee's work plan. Grooming Shed Working Group meetings are scheduled at the call of the Chair, with at least four days notice.
- Quorum for a meeting is three Members of the Grooming Shed Working Group. At the discretion of the Chair, others may be invited to attend Grooming Shed Working Group meetings where their advice or input is indicated.
- Grooming Shed Working Group meetings may be in person or by any other means that facilitates communication of all attending Committee Members simultaneously.
- Decisions or advice of the Grooming Shed Working Group shall be the result of consensus wherever possible, or by majority vote where necessary, with the Chair having the deciding vote in the case of a tie.
- Minutes that reflect all significant decisions or recommendations of the Grooming Shed Working Group shall be kept at all regular meetings, and shall be provided to the Board by the Chair.

7. Adoption

The Board adopted this Grooming Shed Working Group mandate on May, 7, 2013.