



Velo NB Committee Terms of Reference

Goals:

The primary focus for the **Velo NB Committees** will be to develop strategies that will look at how to address issues and barriers to developing and maintaining cycling in New Brunswick. There are also a number of issues that have been identified by Velo NB and other members of the cycling community. This will be accomplished by working with Velo NB board members and staff and additional stakeholders in the cycling community.

Scope:

- Each committee will work with Velo NB to establish a process that supports the strategic goals of the committee as well as alignment with the values and goals of Velo NB, Cycling Canada and additional stakeholders if identified.
- Each committee will assess issues of concern with respect to Appendix A - Committee Make-Up Chart and identify items to be targeted for further action.
- Each committee will develop processes to resolve issues as identified by Appendix A - Committee Make-Up Chart
- Provide a collaborative forum for stakeholders and community groups to help ensure that the needs of each committee are addressed.
- Ensure that expertise, opinions, and knowledge are shared with in the committee and Velo NB.
- Act as a sounding board for related projects to ensure that issues are addressed in a sustainable manner and follow management best practices.
- Each committee will ensure that the benefits of their actions are clearly articulated and well understood.
- Each committee will provide reports as requested to the board of Velo NB.

Deliverables:

Each committee will agree upon and present a final draft of their action for presentation to Board of Velo NB. The board of Velo NB will have the authority to implement recommendations made by each committee.

Members:

Each committee will be formed of representatives from the board of Velo NB and key stakeholders and other members of the cycling community. This will include the chairs who are appointed by Velo NB.

Broader stakeholders will be engaged as required through committee work or formally added to the Committee as identified and agreed upon by the board of Velo NB.

The chairs are encouraged to identify an alternate who can attend meetings that they are unable to attend. Members are responsible for ensuring that their alternate is familiar with these TOR and is fully up-to-date on issues being discussed.

Chairs:

The chairs of each committee are Velo NB board members and will be responsible for the following:

- Attending committee meetings, and where appropriate, additional committee meetings.
- Preparing, in consultation with committee members, the agenda for meetings.
- Chairing meetings and ensuring that meetings are conducted effectively and efficiently.
- Ensuring that new members are properly oriented to Velo NB policies, procedures, and past activities.
- Representing Velo NB at public functions and before public bodies.
- Developing and maintaining an open dialogue with the cycling community.

Roles and Responsibilities:

Committee members are expected to attend and actively and constructively participate in all meetings. In addition, members are expected to:

- Review relevant information and come to meetings prepared.
- To the extent possible, present public recreation broadly rather than act as an advocate for a specific user group or sector
- Share relevant information.
- Help scope tasks for their committee.
- Help explore the consequences of alternative strategies.
- Work constructively towards agreement and consensus.
- Be champions internally and externally for the development of cycling in New Brunswick.

Committee members are encouraged to identify an alternate who can attend meetings if they are unable to attend. Members are responsible for ensuring that their alternate is familiar with the TOR and is fully up-to-date on issues being discussed.

Work Plan & Timeline:

Each committee will develop and approve a Work Plan as part of its mandate. Timelines will be dependant on the development of implementation plans and budgetary constraints.

Meetings:

- Each committee shall meet at least once per quarter of the calendar year.
- Agenda and supporting documents will be circulated one week in advance of meetings.
- Minutes will be circulated within one week of the meeting.
- Meeting will be no longer than two hours.
- Robert's Rules of Order will be used.

Changes to this Terms of Reference:

The TOR may be amended at any time based on a decision by the board of Velo NB.

Appendix A – Committee Make-Up Chart – To be reviewed and updated annually by Velo NB Staff, The President of Velo NB and at minimum one additional Board member.

Committee Name	Chair of Committee *** Committee Members	Projects
Marketing	Brian Branch Chloe Elias Joel Jordan	<ul style="list-style-type: none"> • New Webpage/Bilingual • Corporate Image • Social Media Strategy
Finance	Paul Levesque *** Marc Gaudet Stephen Marr	<ul style="list-style-type: none"> • Sponsorship • Funding/Partnerships Government/Private
Athlete Development	Jane McKeown**** Cheryl Cullen Andrew Buzzell Gabriel Jalbert	<ul style="list-style-type: none"> • Canada Games/Jeux de l'Acadie • HopOn • High Performance • Youth Programming
Events	Judson / Dan *** Renaud Comeau Nathan Johnston Rheal Jaillet Matt Sturgeon Martine Marchand	<ul style="list-style-type: none"> • Road/Fondo • MTB • Gravel/Cyclo Cross • E-Competition • Touring / Recreational Events
Technical		<ul style="list-style-type: none"> • Coaching • Officiating • Timing System
Governance	Marc Gaudet *** Frederic Basque France Gauthier	<ul style="list-style-type: none"> • Cycling Canada Vision • Strategic Plan
Diversity and Inclusion	Julie Levesque *** Jessica Lebreton Susan Lawton	<ul style="list-style-type: none"> • Women's Development & Advocacy • Marginalized Groups • Underrepresented Populations
Advocacy	Wayne Arrowsmith *** Stephen Marr Ghislain J Pelletier Rachel Fox Brian Gillis Nick Cameron Nancy Watters	<ul style="list-style-type: none"> • Motor Vehicle Act Updates • Public Safety Updates