



Saskatchewan Cheerleading Association

Committee Terms of Reference

Merchandise Committee

NAME & TYPE	Merchandise Committee – AD Hoc
COMPOSITION	<p>The Committee shall consist of at a minimum three and at maximum five individuals and must include the following who may vote:</p> <ul style="list-style-type: none"> • 1-3 Members of the Board of Directors; • The Governance Committee may appoint up to 3 non-Board members to the committee based on committee applications, and; • The Executive Director (ex-officio and non-voting) <p>The composition of the committee shall be reviewed annually. Committee positions will be advertised with serving terms, as outlined below.</p>
SERVING TERMS	<ul style="list-style-type: none"> • Chair: two-year term • If only one other board/committee member is selected, that member will have the option for a one-OR-two-year term • If two or more board/committee members are selected <ul style="list-style-type: none"> ○ Min of one, max of two positions: one year term ○ Min of one, max of two positions: two-year term • Executive Director and/or staff: on-going
APPOINTMENT OF CHAIR	The Chairperson shall be a competent member on the committee, who is willing to be the chair and is agreed upon by the committee members.
DECISION-MAKING PROCESS	Decisions shall be made by majority vote. Tie votes shall be reported to the Board who shall decide the issue.
AUTHORITY DELEGATED	The Committee responsible creating a merchandise marketing plan and budget.
TIMEFRAME/ REPORTING/ DEADLINE/DISSOLUTION	The Committee will report to the Board of Directors by forwarding minutes of its meetings to the Board of Directors.
MEETINGS	The Committee will meet as needed at the request of the Committee Chair.
STAFF SUPPORT	The Committee will receive the necessary staff resources from SCA to fulfill their mandate.
COMMUNICATION WITH BOARD	The Committee Chair will provide brief updates periodically to the Board of Directors detailing the activity of the Committee.
COMMUNICATION WITH EXECUTIVE DIRECTOR	The Committee Chair will communicate with the Executive Director.
SPECIFIC AREAS OF RESPONSIBILITY	<p>The Committee will perform the following key duties:</p> <ul style="list-style-type: none"> • Develop a merchandise marketing plan and timeline • Develop a merchandise budget • Provide design options and recommendations • Provide product and quantity recommendations

		<ul style="list-style-type: none"> • • Assist with sales of the merchandise • Assist with marketing the merchandise
APPROVAL REVIEW DATE		Approved on: July 9, 2019 Revised and approved on: June 3, 2023
Other		