



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 (3) and at maximum five (5) 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 and/or staff member (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 three positions: one year term ○ Min of one, max of three positions: two-year term • Executive Director and/or staff: on-going <p>The call for committee members will be sent in June, application deadlines will be communicated accordingly. Committees will be set by mid-July of each year and run until the new committee is selected the following year.</p>
APPOINTMENT OF CHAIR	The Chairperson shall be a competent member on the committee, who is willing to be the chair and is appointed by the Governance Committee. Alternately, the appointment of the chair may be done by a majority vote of 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 shall be responsible for curating items and designs, as well as selecting trendsetters. The committee will drive the creative direction and selection process, ensuring that our merchandise offerings resonate with our audience and align with our brand vision.
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 will maintain minutes of its meeting and will make those minutes available to Committee members and the Board of Directors. The committee shall give a verbal report at all regular board meetings
COMMUNICATION WITH EXECUTIVE DIRECTOR	The Committee Chair will communicate with the Executive Director.
SPECIFIC AREAS OF RESPONSIBILITY	The Committee will perform the following key duties: <ul style="list-style-type: none"> • Provide design options and recommendations • Assist with sales of the merchandise • Assist with marketing the merchandise • Design Uniforms and extra gear associated with Team Sask. • Select the annual Trendsetters
APPROVAL REVIEW DATE	Approved on: July 9, 2019 Revised and approved on: June 1, 2024
Other	