



Terms of Reference

Leadership Development Committee (Standing Committee)

NOVEMBER 2023

The Leadership Development Committee is established as a special committee at the pleasure of the Board of Directors and will have the oversight responsibility, authority, and specific duties described below:

Purpose

The purpose of the Leadership Development Committee is to promote and facilitate the delivery of leadership related training to ACC members across Canada through the Alpine Club of Canada/The North Face (ACC/TNF) Leadership courses, the National Leadership and Technical Training Development (LTTD) program, seminars, written materials and other formats determined by the committee.

Membership

The Leadership Development Committee will be chaired by the Vice President of Activities. The Vice President of Activities may appoint a committee co-chair if desired. The Leadership Development Committee consists of five to seven members and may include a designated representative of the national office as an ex-officio member. The Leadership Development Committee chairperson(s) will appoint volunteer members of the committee from ACC volunteers from across Canada.

Terms of Office

The Leadership Development Committee terms of office shall be three years, co-incident with the term of the Vice President of Activities, with unlimited renewals. Renewal of committee members shall be conditional upon their performance and is subject to the recommendation of the Co-Chairs of the Leadership Development Committee.



Committee Meetings

The Leadership Development Committee shall document an annual work plan outlining the work it will undertake in the context of its duties and responsibilities, and schedule meetings for the year based on the work plan.

Records and Committee Output

The Leadership Development Committee shall report regularly (verbally or in writing) on its activities, recommendations and conclusions to the full Board in the context of the Committee's annual work plan. Written minutes of committee meetings and reports shall be maintained and shall be available to the full Board.

Power and Authority

The Leadership Development Committee shall not have the power to obligate the Club to any financial outlay, or to commit it to any contract, agreement or other arrangement unless specifically authorized to do so by the Board.

Quorum

A majority of the members of the Committee shall constitute a quorum at meetings.

Duties and Responsibilities

The Board of Directors delegates the following responsibilities to the Leadership Development Committee, which acts in an advisory capacity to the Board on these matters:

1. Promote and facilitate the delivery and ongoing curriculum development of the ACC/TNF Leadership Courses.
2. Development and implementation of a National Technical Training Development Program with assistance from the ACP working group.
3. Assist in promoting and facilitating other Leadership and Training courses, seminar, written materials and other means as determined by the committee.
4. Assist National Office staff in development, monitoring, and assessing effectiveness of tools and messaging (website, print material, articles for inclusion in Section newsletters, etc.) pertinent to national leadership development.
5. Steer and aid in the development of the "Spring Training" course or other similar related activities for National volunteer leaders (i.e. volunteer leaders for the annual General Mountaineering Camp).
6. Other