

# Provincial/Territorial Shooting Sport Organizations (PTSO) Council

## Terms of Reference and Policy

Approved by SFC Board of Directors : \_\_\_\_\_(DATE)

Type of Committee/ Council: Communications, Project oversight

### General Purpose:

The PTSO Council is to act as a communication channels between the regional shooting sport organizations and the SFC leadership. They also act as the conduit to ensure collaborative organization of domestic programs and partnership initiatives.

### Key Responsibilities and Scope of Authority:

Ensuring regular discussion and discourse between the SFC leadership and the Provincial Shooting Sport organizations affiliated with the SFC. Ensuring effective collaboration between the SFC staff and PTSO's for the strengthening development of target shooting sports in Canada. The council can make recommendations to the Board and Executive Director regarding issues of concern.

### Composition and Appointment:

One SFC individual member representative assigned from each rifle/pistol and/or shotgun Provincial or Territorial organization also affiliated<sup>1</sup> with the SFC, and that represents a sport under the International Shooting Sport Federation (ISSF) can be a member of the council. Council members can be appointed by their provincial/Territorial association annually. In cases where there is an umbrella PTSO organization up to three representatives (one from each discipline) can attend as long as each discipline organization is affiliated with the SFC and the member sent is an individual member of the SFC. In cases where more than one organization represents the same ISSF sport in a province or territory- each organization can petition the SFC board to become the recognized PTSO for the council and the board will choose the PTSO based on financial solvency, scope and provincial recognition.

The PTSO council will nominate candidates for the PTSO Director position and the PTSO Director will be elected for a term of three years by the SFC membership as identified in the SFC bylaws. The PTSO Director will also convene and chair the meetings of the PTSO council. PTSO's may create subcommittees to collaborate with the SFC on knowledge gathering, domestic programs and other projects agreed to by the SFC.

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<sup>1</sup> Affiliation is a formal term and is an option for organizational membership with the SFC

## Meetings and Decision Making process:

Meetings are virtual and will be called by the PTSO director at least 2 times per year.<sup>2</sup> Meeting dates are determined by the PTSO Director ensuring a date and time that most council members can attend either in person or virtually and additional meetings will be scheduled in the event of 10 or more members of the council requesting a special meeting. The agenda of these meetings will include at least; 1) report from the Executive Director and staff on items pertaining to the programing. 2 ) a Q and A session for membership to ask questions of their PTSO Director and the SFC Executive Director. 3) a report /updates on progress of any subcommittees. Decisions will be made by a majority of council members. Quorum is 10 or more council members representing at least 4 separate provinces or territories<sup>3</sup>, eligible to vote. The method of voting shall be a show of hands or verbal confirmation (if acceptable by the meeting voters). The exception to this, is if a secret ballot is demanded by any member present.

## Resources:

No specific funding is available to a council. Projects taken on by the subcommittees may have an associated budget. The Executive Director and specific SFC staff will support the meeting administration and voting.

## Reports:

High level written minutes of the Council meetings must be filed with the SFC through the Executive Director and annual project reports are expected.

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<sup>2</sup> Question as to how many times per year minimum this council should meet

<sup>3</sup> What is a suitable Quorum given up to 3 PTSO's m