



LIFESAVING SOCIETY®

The Lifeguarding Experts

Lifesaving Society Canada
Terms of Reference
Training Program Commission

Purpose

To manage Lifesaving Society Canada's training programs.

Reporting Relationship

The Commissioner will report to the Board of Directors (the 'Board') of Lifesaving Society Canada ('LSC' or the 'Society') through the National office using the standard reporting format or process as approved by the Board. The report will be provided as per the Board's meeting schedule and will include sufficient information to ensure the Board is kept abreast of key Training Program Commission activity, can make well informed decisions on training program matters, and is advised of current and potential risks, issues and/or concerns.

As a Commission of the Board, the Commission will work within:

- LSC bylaws, policies, systems and structures.

Although reporting to the Board, the Commission may work with the following in order to achieve its objectives:

- Chief Executive Officer and/or National office staff
- Management Team and Branches
- Other Commissions
- National partners
- Stakeholders (e.g. affiliates, parents, participants, volunteers, Branches and partners).

Authority

The Training Program Commission has the authority to implement the strategic plan/program policies, develop programs, propose revisions, provide input, and make recommendations as it relates to National Training Program content. The Board welcomes recommendations from the Commission but shall retain final authority over the following:

- For approval:
 - Visual Identity
 - Physical and intellectual property rights
 - Conditions for expenditure of Society funds that are a result of Commission generated relationships, programs, services and/or activities
 - Loans and/or lines of credit
 - Corporate partnerships that involve formal agreements
 - Insurance
 - Membership criteria
 - Service agreements
- For ratification:
 - Development of new programs and/or new programs added to the National Mandatory or National Endorsed program list
 - Retirement or removal of a program on the National Mandatory or National Endorsed program list
 - Changes to National Mandatory or National Endorsed program policies and award prerequisites
 - National Mandatory or National Endorsed program standards



LIFESAVING SOCIETY®

The Lifeguarding Experts

The Board may choose not to ratify a decision made by the Commission that does not align with the Society's Mission, Vision, Values, or places the Society in a position of undue risk. In this situation, the Board may outline its concerns and return it to the Training Program Commission for reconsideration.

The Training Program Commission shall not undertake to speak or make commitments on behalf of the Society beyond the delegated authority for the Training Program Commission.

Membership & Term

Commissioner

- The Commissioner, as appointed by the Board, shall be a volunteer and may not be a National or Branch employee.
 - The Term of Office for the Commissioner shall be four (4) years with the option of reapplying for an additional two (2) year term.
 - Individuals who resign, are relieved from their position or who are deemed inactive shall be removed from the Commission.

Voting Members:

- Voting members consist of one staff member or volunteer from each Branch.
 - The term determined by the supporting Branch.
 - Individuals who resign, are relieved from their position or who are deemed inactive shall be removed from the Commission.

Ex-officio Non-Voting Members:

- LSC President
- LSC Chief Executive Officer
- Past Training Program Commissioner
- Marketing and Communications
- Program Research Chair
- Director of Operations
 - Manages the development stage of a program review or revision and will act in a technical advisory role as per the Publication Management Model. The Director of Operations will report on the status of review or revision projects to the Commission.

Observers at the Invitation of the Commissioner:

- Individuals undertaking tasks on behalf of the Training Program Commission
- Operational sub-committee members
- Other LSC Commissioners
- Branch representatives
- National partners
- Invited guests as approved by the Commissioner

Committees

- Voting members can establish both standing and term operational sub-committees consisting of volunteers, National staff or Branch staff.

All members shall adhere to the Lifesaving Society Canada Code of Conduct and the Commission may apply sanctions therein if required.



LIFESAVING SOCIETY®

The Lifeguarding Experts

Meetings

The Training Program Commission shall meet in-person once per year and on other occasions as determined by the needs of the business of the Commission. Every effort shall be made to involve members who cannot participate in-person through electronic means. Between in-person meetings, the Commission may conduct business by telephone conference, e-mail or other electronic means as acceptable to all members of the Commission. The Commissioner shall attend and report on the Commission's activities at the LSC Annual General Meeting.

- **Attendance:** In the event that a voting member misses two consecutive meetings and/or half of all annually scheduled meetings, the Commissioner will determine their interest in remaining on the Commission.
- **Quorum:** Quorum at each meeting shall consist of 50 percent plus one (50%+1) of the voting members, whether in-person or electronically.
- **Voting:** Decisions within the Training Program Commission will generally be made by consensus. If a formal vote is required, each voting member shall be entitled to one vote with 50 percent plus one (50%+1) deciding the outcome.
 - The Commissioner shall have a vote only in the event of a tie.
 - Proxy votes are not permitted. Members who are unable to participate in a meeting of the Commission are strongly encouraged to submit their views on agenda items to the Commissioner in writing in advance of the meeting. The Commissioner shall ensure that such views are communicated to and taken into consideration by the Commission.
 - Abstentions shall not be included in the determination of a majority.
- **Minutes:**
 - Minutes shall be documented using a standard template circulated for approval at the next meeting or by e-mail vote at the discretion of the Commissioner. The Commission shall determine the level of detail to be included.
 - Discussions which are confidential in nature will be documented independently and retained by the Commissioner. Such notes shall have restricted circulation as determined by the Commissioner. Documents that are confidential in nature cannot be shared outside of the Commission without permission from the Commissioner.
 - An approved copy of the minutes of all meetings and decisions of the Commission shall be sent to the National office within 10 days of approval where minutes have not been taken by National office staff.

Responsibilities

1. Develop the processes, systems and structures to manage national training programs and ensure same are consistent with the Mission, Vision, Values, policies and processes of the LSC.
2. Undertake all responsibilities consistent with the purpose of the Training Program Commission.
3. Provide input to the development of the Society's strategic and business plans with particular regard to national priorities and activities related to training program activity.
4. Develop, implement and monitor the annual Training Program Commission action plan and budget.
5. Coordinate work of volunteers and staff in completing action plan items.



LIFESAVING SOCIETY®

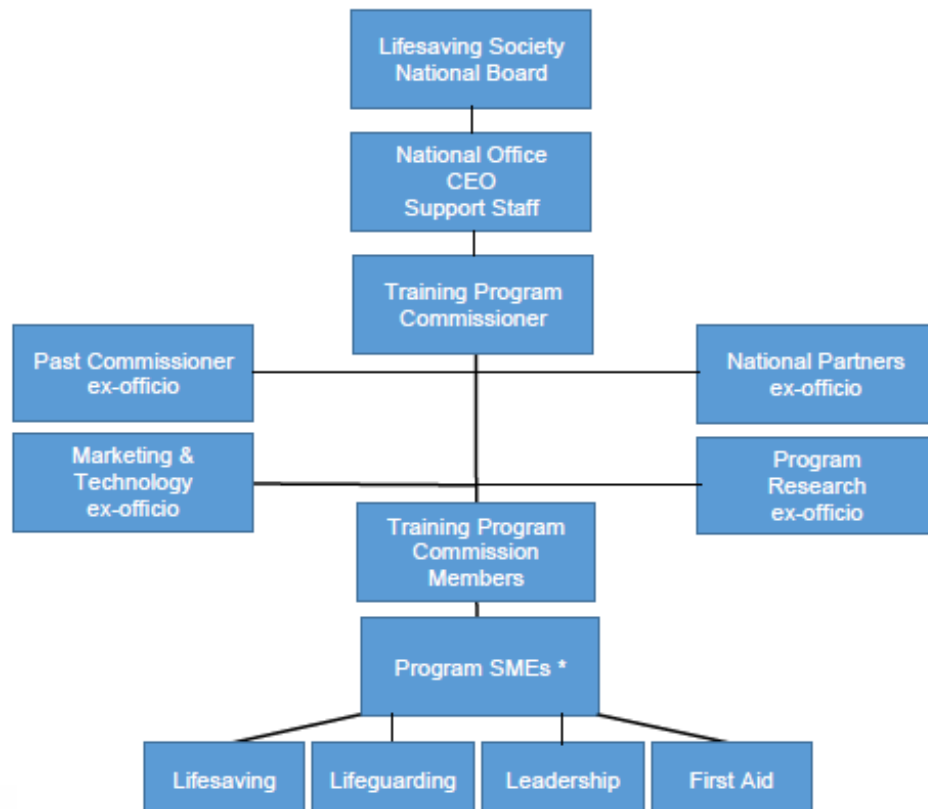
The Lifeguarding Experts

6. Develop new programs and services that responds to the needs of the aquatics industry, stakeholders, marginalized populations and Canadians.
7. Revise National Mandatory Programs as per the current Revisions Model.
8. Product line enhancement to include literature and materials.
9. Actively work with LSC and its Branches to obtain input and develop consensus to ensure consistent national programs.
10. Provide input to the content, deliverables and reporting procedures for service agreements.
11. Establish a system of risk management to ensure programs are compliant with legislation and sound medical practice.
12. Undertake other roles and activities aligned with the strategic plan as it relates to training programs.

Terms of Reference Approvals

- Approved by Lifesaving Society Canada’s Board of Directors on 10 January 2012.
- Revised and approved by Lifesaving Society Canada’s Board of Directors on 17 September 2012.
- Revised and approved by Lifesaving Society Canada’s Board of Directors on 13 January 2020.

TRAINING PROGRAM COMMISSION STRUCTURE



LIFESAVING SOCIETY
SOCIÉTÉ DE SAUVETAGE
The Lifeguarding Experts
Les experts en surveillance aquatique

* A Branch or region can have one staff member and one volunteer Subject Matter Expert (SME) on a program development or revision Committee, however, a Branch or region only has one vote.