

Committee Descriptions	Sport Development Grant Review	Member Services & Communications	Training & Special Events
Purpose	Responsible for making recommendations on the distribution of Town of Oakville Development Grant funds to member sport organizations.	To bring public awareness of sport, the benefits of sport and the sport organizations to the community by serving as the “ <i>voice for sport in Oakville</i> ”, promoting sport in Oakville and increasing the visibility of the Oakville Sports Council.	Responsible for developing and implementing training seminars, workshops, forums and special events to promote the benefits of sport, healthy, active living, share best practices and address trends and issues related to sport.
Responsibilities	<ul style="list-style-type: none"> • Evaluate current effectiveness of the Development Grant program by gathering input from grant applicants and compiling and analyzing the history of grant recipients. • Prepare and revise grant criteria for guidelines Brochure. • Create 2 step process – Statement of Interest followed by Application. • Hold information session to present grant process and seek feedback. • Receive applications for Sport Development Grants on behalf of the Oakville Sports Council. • Review all applications for conformity With the established Development Grant criteria. • Debate and establish grant levels for all Applications. • Submit a detailed report with recommendations to the Board of Directors. • Make a formal presentation to the Board of Directors on the various grant applications. • Once officially approved by the Town, prepare confirmation letters for successful applicants outlining requirements and deadlines of the grant. • Communicate with applicants on a regular basis re: additional information, updates, deadline for submission of invoices, etc. • Ensure evaluation form is completed and received within the appropriate time frame for each grant recipient. • Provide updated information to Member Services committee for posting on website. 	<ul style="list-style-type: none"> • Develop a communications/public awareness plan to increase support for the OSC. • Maintain regular communication/correspondence with members by means of email, e-newsletter and mailings. • Update and maintain website regularly with current information, events and resource material. • Maintain an exclusive, comprehensive and up to date Sports Directory/Listing that the public could use as a required tool to access functional sport programs and information. • Establish membership growth objectives and targets over next 3 years. • Review membership brochure and application form and revise as needed. • Investigate member fee structure and make recommendations regarding any necessary changes. 	<ul style="list-style-type: none"> • Survey sport groups for workshop and training needs. • Organize the annual Sports Recognition Awards program. • Utilizing the OSC Positional Plan as a guideline, develop and implement plans to host workshops, seminars and special events. • Organize the annual Sport Recognition Awards held annually in October. • Work in conjunction with the Recreation and Culture Department on the implementation of sport related events as part of the Make Your Move plan. • Identify and maintain a current inventory of high quality educational programs and courses offered and link member groups to these resources (i.e. Town of Oakville CORE program, Volunteer Halton, etc.).
Composition	<ul style="list-style-type: none"> • Comprised of a minimum of four members. • Chair of the committee shall be appointed by the Board of Directors. • At least one member of the Development Grant Review Committee shall be a current member of the Board of Directors. 	<ul style="list-style-type: none"> • Member Services and Communications committee shall be comprised of a minimum of four members. • Chair of the committee shall be appointed by the Board of Directors. • At least one member of the committee shall be a current member of the Board of Directors. 	<ul style="list-style-type: none"> • Committee shall be comprised of a minimum of four members. • The Chair of the committee shall be appointed by the Board of Directors. • At least one member of the committee shall be a current member of the Board of Directors.
Preferred Skill Sets		<ul style="list-style-type: none"> • Website administrator, skilled writer, editor, organizational skills, networking and coordinating and communications experience are assets. 	<ul style="list-style-type: none"> • Event management, organizational skills and scheduling experience are assets.

Committee Descriptions	Marketing & Sponsorship	Sport Connections	Nominations
Purpose	Responsible for making recommendations on the distribution of Town of Oakville Development Grant funds to member sport organizations.	To encourage and coordinate the establishment of partnerships between the Oakville Sports Council, sport organizations, educators, the private sector and the greater sport community.	Responsible for ensuring that the Board of Directors is representative of the major sports groups of Oakville and also contains a cross-section of members to ensure Board representation throughout the members' areas of activity and throughout the community.
Responsibilities	<ul style="list-style-type: none"> • Ensure the mission statement, logo and benefits of OSC membership is included on all communications and promotional pieces. • Investigate developing a new logo. • Prepare all media ads, news releases, etc. • Ensure communications, updates and newspaper articles are provided to the media on a regular basis. • Develop and deliver a sponsorship package establishing sponsorship levels and create a formal contract template. • Develop a banner using the OSC logo for use at all OSC and OSC member special events, tournaments, etc. • Assist other committees in preparing promotional material (i.e. membership application form, development grant brochure, etc). 	<ul style="list-style-type: none"> • Identify and attend networking opportunities/events to promote the OSC, the sport community and the benefits of sport. • Expand the relationships with the corporate/business sectors representing sport. • Establish a relationship with the Sports Hall of Fame committee. • Look at recruiting local professional athletes/celebrities to be "ex-officio" members of the OSC. • Establish partnerships with Provincial and National groups (i.e. Provincial Sport Council, Sport Alliance, Parks and Recreation Ontario, Ontario Sports Council, Canadian Sport for Life, etc). • Establish relationships with other sports councils. • Provide presentations to various groups (PRAC, Town Council, business, potential members etc) to promote the OSC and position the OSC as a leader and effective advocate for sport. 	<ul style="list-style-type: none"> • Create and issue a call for Candidates starting in July. • Compile list. • Engage others in identifying potential candidates. • Create a one page information sheet to send to potential candidates outlining expectations. • Present brief profile to Board for discussion and approval. • Ensure there is an appropriate Director orientation program in place.
Composition	<ul style="list-style-type: none"> • Committee shall be comprised of a minimum of four members. • The Chair of the committee shall be appointed by the Board of Directors. • At least one member of the committee shall be a current member of the Board of Directors. 	<ul style="list-style-type: none"> • Committee shall be comprised of a minimum of three members. • The Chair of the committee shall be appointed by the Board of Directors. • At least one member of the committee shall be a current member of the Board of Directors. 	<ul style="list-style-type: none"> • Committee shall be comprised of a minimum of three members including the immediate Past Chair, or other member of the Board who shall act as committee Chair, and at least two other members of the OSC. • Members will be appointed by the Executive Committee.
Preferred Skill Sets	<ul style="list-style-type: none"> • Marketing, promotions, public relations, sponsorship, fundraising experience are assets. 	<ul style="list-style-type: none"> • Public relations, networking, communications skills are preferred assets. 	<ul style="list-style-type: none"> • Networking, communications skills are preferred assets.