

BACKGROUND

On Jan 8, 2011 the BOD of the MCA held a strategic planning session. During this meeting the following high priorities emerged:

- Communication *
- Administration, Financials
- Stakeholders/Key Partners *
- Marketing Plan/Strategy
- Committee Governance/Function *
- Commissaires
- Club Strategy *
- An organizational vision

During the January BOD meeting (Jan 26, 2011) it was suggested that the best approach to address many of these concerns (especially those noted with *) was to review our policies and practices to ensure that the expectations regarding communication, governance and decision making were clear and entrenched in policy. The VP agreed to draft a policy review template/process to be reviewed by the BOD during the Feb meeting.

Prior to the Feb meeting the VP distributed a draft PP Committee Policy (using a new policy template) to the BOD. The suggested policy attempted to address the priorities identified during the strategic planning session as they related to the Provincial Program. Other policies would need to be reviewed in a similar way to address these priority issues as they relate to other aspects of the MCA.

Due to a variety of reasons (including lack of board meeting time and a lack of broader consultation) the policy was not discussed during the Feb BOD meeting. The VP was tasked to clarify the policy review template/process and rationale that was used to redraft the PP Committee Policy. The board discussed the draft during the March 16 BOD meeting. The board is hoping to approve the approach during the April BOD meeting.

The following 'governance model', organizational chart, and policy template (as well as some of the priorities outlined above) is the rationale and the guiding framework behind the upcoming policy review.

GOVERNANCE MODEL

Mission (where we are going):

Supporting all aspects of cycling for Manitobans across all levels and ages

Core Values (the spirit in which we will do it):

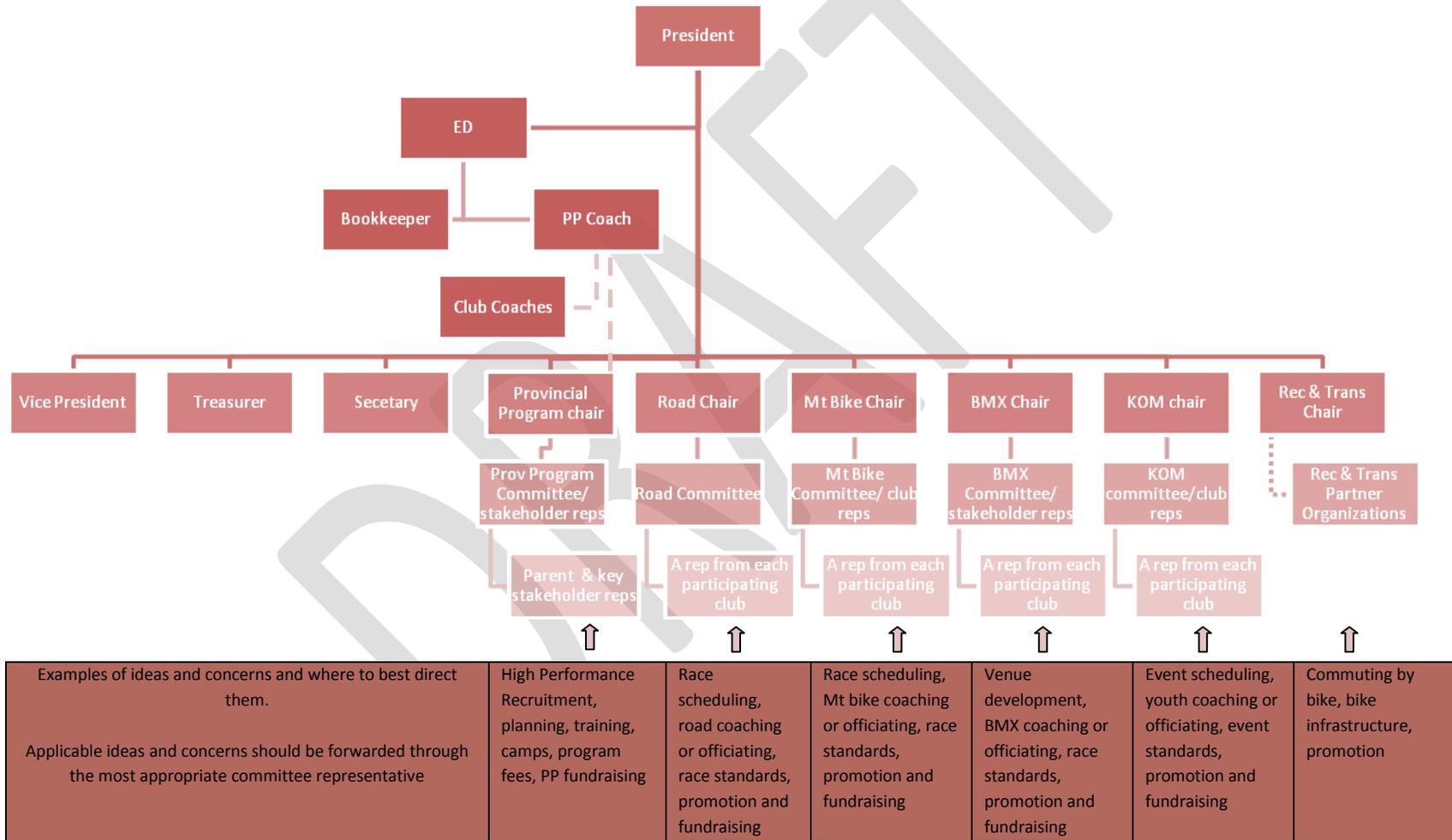
Respect, Transparent Communication, Empowered Collaboration

Operating Principles (how are we going to get there):

- The dedication and passion of our staff and volunteers is our most valuable asset.
- Stakeholders (which include staff, volunteers, racers, organizers, clubs, and partner organizations) will be consulted and have a voice in decisions that impact them before the decision is made.
- Committees are the representative voice of our stakeholders (every stakeholder has a place to contribute ideas or express concerns) and have the mandate to inform decision making (these contributions make a difference).
- Committees serve as a non-voting advisory group to the chair and also provide support and collaboration in order to fulfill its mandate. Collaboration ensures that all voices are heard and influence the decisions that are made.
- Ideas and concerns should be directed according to the reporting lines as defined in the organizational chart.
- Staff and/or board members (including committee chairs) are ultimately responsible for the decisions that are made, while balancing the interests of their stakeholders/committee, but are limited to their expressed roles and responsibilities.
- Decisions are disseminated and explained to all applicable stakeholders in a timely manner.
- The board is ultimately responsible for the overall direction of the MCA.

ORGANIZATIONAL CHART

A place for everyone to contribute



SUGGESTED POLICY TEMPLATE – THIS IS MEANT AS AN ILLUSTRATION OF HOW TO EMBODY OUR DRAFT VALUES AND PRINCIPLES WITHIN OUR POLICIES AND PRACTICE. ACTUAL POLICIES MAY VARY SLIGHTLY IN STRUCTURE BASED ON THEIR FOCUS.



TITLE OF POLICY

PURPOSE OF POLICY

- What are we hoping to accomplish?

DESCRIPTION OF KEY STAKEHOLDERS

- Who needs to have a voice? (in some instances this is the description of the committee composition)

ROLES AND AUTHORITIES OF KEY STAKEHOLDER

- What sort of voice do stakeholders have?
- How are decisions made?
- Who are people accountable to for their decisions?

DISSEMINATION OF INFORMATION

- What is communicated?
- When it is communicated?
- How it will be communicated?
- Who communicates it?

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