

 ALPINE CLUB OF CANADA <hr/> CLUB ALPIN DU CANADA	Policy Name	SECTION SPECIFIC ADMINISTRATION POLICY
	Policy Number	SEC-001
	Revision number, date	Rev E. Sept 19, 2025
	Created By	Governance Committee
	Approved By	Board of Directors
	Date Approved	September 25, 2025

OTTAWA SECTION ADMINISTRATION POLICY

1. PURPOSE

The purpose of this policy is to document and communicate how the Ottawa Section of the Alpine Club of Canada (ACC) will govern itself. This will include who makes decisions, how the Section makes decisions, and other aspects of leading the Ottawa Section of the Alpine Club of Canada.

This Policy is required as described in the “Requirements of Sections Policy”:

“Each Section is required to have adequate and accessible formal written guidelines for how the business and operations of the Section shall be managed. In many cases Sections already have some form of this e.g. Section bylaws. Sections can retain existing guidance documents as long as they meet these criteria:

- i. *They are approved by the Section Executive and the Governance Committee.*
- i. *They are available to Section members on the Section website.*
- i. *They meet the minimum criteria laid out in this Section Administration Policy for a National Amateur Athletics Organization.*

2. APPLICATION AND SCOPE

This policy will apply to the Ottawa Section. As this is an unincorporated section, this policy will be the sole governing document of the Section.

3. OUTCOMES

The outcome of this policy is that all members, sections, and staff are aware of how each section is governing themselves. This document will be posted on the Alpine Club of Canada website to educate new members and will be reviewed regularly by the Section Executive Team and the Governance Committee.

4. MANDATORY REQUIREMENTS

The information below outlines how the Ottawa Section (the Section) will administer the Section and is supplemental to Section requirements as outlined in the ACC Club Bylaws and the ACC-GOV-01 Requirements of Sections Policy.

4.1 SECTION EXECUTIVE

The Section will be governed by a committee referred to as the “Section Executive”. It will be a group of leaders, selected by the members who will make decisions to support good governance and effective operation of the Section as a whole. Further in this document will be a description of how the Section Executive is elected, as well as how decisions are made.

4.1A ROLES IN SECTION EXECUTIVE

The Section Executive for the Ottawa Section shall be composed of the minimum following roles: Section Chair, Section Financial Coordinator and Section Administrator as well as Activity Coordinators who will be assigned specific roles as needed and may change overtime. The Section Executive may also include Past Section Chair and Web Master. The Ottawa Section will maintain detailed descriptions of the responsibilities for each role (job descriptions are included in Appendix 1):

The Section Executive will seek to have each position filled by separate individuals. At a minimum, the Section Executive must have a Chair, Section Administrator, and Section Financial Coordinator. The Section Executive may also appoint more than one person to each role in an effort to balance the workload.

Depending on the needs of the Ottawa Section, the Section Executive may consider assigning other leadership roles.

4.1B SECTION EXECUTIVE TERM

The term of each position in the Ottawa Section Executive shall be 2 years in length. The term shall commence immediately after the Section’s Annual General Meeting. Should a member of the Section Executive leave their position early, the remaining

members of the Section Executive shall have the right to leave the position vacant or appoint an individual for the remainder of the existing term.

4.1C SECTION EXECUTIVE MEETINGS

Scheduling

The Section Executive will function through regular meetings, to be held a minimum of six times annually. Meeting dates and times will be agreed by the Section Executive and will be scheduled at times when a majority of the Section Executive can make the meeting. Where more than one-third of the Section Executive objects to a meeting time, a new meeting time will be scheduled. The quorum at the meeting will be 50%+1 of the Section executive.

Between Section Executive meetings, the Section Chair may authorize decisions via email, or similar technology, on a matter deemed to be:

- Low risk and not requiring a fulsome discussion at a meeting, or
- Too urgent to wait until the next regular meeting.

In such situations, in communicating with the executives via email, we will seek a consensus or call for further discussion. As a last resort a vote could be called via email. The requirements regarding a quorum and the votes needed for the approval of a motion shall be the same as for regular Section Executive meetings. The Chair shall ensure that a Section Executive motion voted on in this manner be documented.

Agendas

Each Section Executive meeting shall include the agenda for the meeting, and no other business may be decided at such meeting unless a majority of the Board personally present votes in favour of considering such business.

Decision-Making

While the Section Executive will seek to operate in a collaborative fashion where decisions are made by consensus, in the case where agreement cannot be met, the Section Executive will seek to extend the discussion to a subsequent meeting. As a final resort the Section Chair will call a vote, where members of the Section Executive will each have an equal vote. Voting on issues will be by a show of hands, with the majority prevailing.

4.2 COMMITTEES

Committees may be used to support the Section Executive by taking on specific tasks on behalf of the Section.

4.3 ELECTIONS

The Ottawa Section shall use the following methodology to elect members to their Executive.

The Section shall hold an election for open positions at the Section's Annual General Meeting (AGM). To hold an election the Section Executive will perform the following:

- Circulate a note to all Section members notifying them of open Section Executive positions and sharing the job description for the open role at least 30 days before the election and requesting applications.
- All applications are to be received at least 10 days before the election.
- The Section Chair will establish special ad-hoc committee consisting of a minimum of 2 members who are not part of the sitting Section Executive. The committee shall review the applications. In the case of an election, the non-executive members of the committee shall serve as tellers, oversee the election and certify the election results..
- Where only one qualified person stands for election to a specific position, that person may be declared acclaimed to that position.
- Where more than one person is suitable for an open position, an election will be held at the AGM, with the slate of Candidates published 7 days prior to the meeting.

Once certified, the results shall be communicated to the Section members within 1 week of the AGM.

4.3A RESIGNATION FROM THE SECTION EXECUTIVE

Any member of the Section Executive may resign at any time by notifying the Section Chair in writing (e.g., via email).

4.3B REMOVAL FROM SECTION EXECUTIVE

Any member of the Section Executive may be removed, at any time, by vote of two thirds of the members of the Section Executive if in their judgment the best interest of the Section would be served thereby. Each member of the Section must receive notice of the proposed removal at least 10 days in advance of the proposed action.

4.4 ANNUAL GENERAL MEETING

The Ottawa Section shall hold an Annual General Meeting to engage and communicate with all Section members. The Annual General Meeting is to be a celebration to engage and communicate with Section members and is not a fiduciary requirement. The Annual General Meeting date and time will be announced at least one month in advance, and will cover the following topics:

- Report on the Section's financial situation.
- Review of past activities.
- Plans for the next year.
- Other information relevant to the membership that the executive wishes to share.

5. POLICY APPROVAL

This policy has been submitted to the Governance Committee for approval and publication on the Alpine Club of Canada Website. Subsequent changes to the policy may be made by the Ottawa Section Executive in alignment with ACC-National policies and guidelines. The changes will be noted and the policy shared on the Section's website.

Revision History

Date	Description
April 27, 2026	Approved by ACC Ottawa Section Executive

APPENDICES

APPENDIX 1: DETAILED JOB DESCRIPTIONS

Section Chair:

Role Description: The Chair is primarily responsible for leading the Section Executive and Section organization in accordance with the National Office policies and goals.

The Chair's responsibilities typically includes:

- Being a primary contact with the National Office, including attending the Section Forum circulating information and implementing national policies.
- Promoting a spirit of cooperation and teamwork and fostering an environment that promotes ACC's values and vision.
- Setting the budget with the Financial Coordinator and ensuring the club is accountable for how money is spent including maintaining shared access to the Section bank account(s).
- Organizing, leading and setting the agenda for executive meetings.
- Supporting executive members in their roles to help them set priorities and ensure they have the support to fulfill their role.
- Moderating the ACC-Ottawa FB page (with two others)
- Producing content for Section communications which could include the e-letter, social media, and ACC-National publications.
- Preparing agenda for AGM and chairs this event.
- Coordinating volunteer appreciation (works with other Executive members)
- Encouraging volunteers for Section activities (works with Activity Coordinators)
- Promoting collaboration with other groups with similar aims to ACC-Ottawa, awareness of national awards program and oversees member discounts and benefits.
- Models commitment to Section by staying up to date on Section policies and priorities as well as lead or attend trips and social activities.

Past Chair:

Role Description: The Past Chair is primarily responsible for being a support person and serves a vital role in assisting the current Chair and other executives, as well as providing historical continuity for the Section.

The Past Chair's Responsibilities may include:

- Supporting the current Chair.
- Participates in decision making as part of the Section Executive.
- Assisting with the recruitment of new executive members.
- Assisting with the orientation/training of executive members.
- Assisting with special events if necessary.
- Providing historical continuity for the Section.
- Moderating the nomination committee for Section Executives and other volunteers as needed.
- Modelling commitment to the Section by staying up to date on Section policies and priorities as well as lead or attend trips and social activities.

Section Administrator:

Role Description: The Section Administrator role is responsible for keeping minutes of meetings, and copies of bylaws and policies.

The Section Administrator's responsibilities may include:

- Keeping a list of the Section's Executive members, committees and has access to the general membership.
- Participating in decision making as part of the Section Executive.
- Notifying Executive members of meetings and arranges video conferencing.
- Keeping accurate minutes for the Section and distributes to the members of the Section Executive.
- Chairing meetings when the Chair is absent .
- Orienting the new Section Administrator.
- Helping to keep documents and information organized for the Section.
- Modeling commitment to the Section by staying up to date on Section policies and priorities as well as lead or attend trips and social activities.

Section Financial Coordinator

Role Description: The Financial Coordinator will be responsible for managing the financial aspects of the Sections operations.

The Financial Lead's responsibilities include:

- Participating decision making as part of the Section Executive.
- Keeping financial reports on file and giving regular reports to the Executive committee on the financial state of the Section.
- Preparing the Section's Annual Budget with input from the Chair and Activity Coordinators.
- Being a signing officer for Section contracts and payments with approval and collects funds as necessary.
- Managing the list of members and contact information.
- Chairing the Finance Committee for the Section.
- Modelling commitment to the Section by staying up to date on Section policies and priorities as well as lead or attend trips and social activities.

Web Master

Role Description: The Web Master is responsible for maintaining the operation and access to the Section's IT-related inventory.

The Web Master's responsibilities include:

- Developing and Maintaining the Section's website including the club calendar.
- Overseeing Section Email addresses and social media accounts.
- Working with National Office and 2M for IT relating to the membership database.
- Updating photos and ensuring content is current and accurate.
- Working with E-Letter Editor to coordinate Section on-line presence.
- Participating in decision making as part of executive team.
- Modelling commitment to the Section by staying up to date on Section policies and priorities as well as lead or attend trips and social activities.

Section Activity Coordinators

The Section's Activity Coordinators are the following: Safety and Training Coordinator, Family and Youth Coordinator, Hiking and Skiing Coordinator, Climbing Coordinator, and

Access and Liaison Coordinator. The Activity Coordinators are responsible for the Section's Trips and Events. This role will be split into different specific roles depending on the Section's needs and resources.

The Activity Lead's Common responsibilities may include:

- Recruiting and overseeing trip leaders.
- Leading any activity themed committees (e.g., climbing committee).
- Understanding and implementing the waiver process based on requirements from National Office.
- Understanding current best practices and policies related to their activity area (e.g., children and families).
- Creating standards for Section's trips, participant vetting processes, and trip leaders their area of specialization.
- Looking for opportunities to support skills and leadership development.
- Maintaining the Section calendar as it pertains to the Activity Coordinator's role.
- Participates in decision making as part of the Section Executive.
- Modelling commitment to the Section by staying up to date on Section policies and priorities as well as lead or attend trips and social activities.

Training and Safety Coordinator

In addition to the responsibilities listed above as part of the Activity Coordinator role, the Training and Safety Coordinator's specific functions include:

- Working with the Section Executive, the Activity Coordinators, and the general membership of the Section to identify training needs (e.g., wilderness first aid training).
- Planning training activities and courses for Section members by securing appropriate outside service providers. Generally, works on a "cost recovery+" model for training unless exec authorizes a subsidized training opportunity.
- Encouraging Section members to offer peer-led training (club members can provide training but are not paid).
- Working with Financial Coordinator and Section Administrator to ensure participants pay and are current members.

- Ensuring that safety remains a focus of all club activities by promoting awareness of safe practices.

Family And Youth Coordinator:

In addition to all responsibilities listed as part of the Activity Coordinator role, the Family and Youth Coordinator's specific functions include:

- Working to provide activities for members with families and collaborates with Activity Coordinators to find ways to incorporate children and teens where appropriate.
- Being current with best practices and National policies on children participating in club activities.

Hiking and Skiing Coordinator:

In addition to all responsibilities listed as part of the Activity Coordinator role, the Hiking and Skiing Coordinator's specific functions include:

- Coordinating the portfolio of hiking, snowshoeing, and skiing trips for the Section, including recruiting trip leaders and arranges for necessary mentoring and support.
- Overseeing annual activities (e.g., Hikeapalooza and Winterpalooza).

Climbing Coordinator:

In addition to all responsibilities listed as part of the Activity Coordinator role, the Climbing Coordinator's specific functions include:

- Coordinating the portfolio of ice and rock climbing activities for the Section.
- Working with Treasurer to determine budget for purchasing club equipment.
- Planning for the annual Rockfest event.
- Working with Access Liaison on issues affecting climbing opportunities.
- Manages club climbing equipment including:
 - Indoor and outdoor storage for weatherproof gear and sensitive club gear (water pumps, walkie-talkies, etc.),
 - Tracks gear and ensures it is returned in good condition (dry, neat and organized).

Access Liaison Coordinator:

In addition to all responsibilities listed as part of the Activity Coordinator role, the Access Liaison Coordinator's specific functions include:

- Overseeing access issues in areas where we plan our activities (climbing and hiking).
- Working with NCC staff and other partners to maintain climbing access and to address issues or concerns.
- Coordinating volunteer work in Gatineau Park and other climbing sites to maintain site safety and access trails.
- Liaising with the administration of climbing areas where the Section provides discounted or free access for Section members. This includes managing the agreement with Montagne d'Argent, which includes an annual donation to ensure Section access to the site.
- Collaborating with the Ontario Alliance of Climbers and FQME to give a voice to the eastern Ontario climbing community.
- Coordinating Section representation so that areas of specialization (e.g., climbing, hiking, skiing) are represented.