

OOC Mapping Committee

Terms of Reference

Approved January 11, 2012

1. Membership:

Must be members of the Ottawa Orienteering Club (OOC) and are appointed to the committee by the OOC Board of Directors (BoD). President of OOC is an ex-officio member of the committee. The committee must have a minimum number of 3 members not including the President.

2. Chair:

Ideally a member of the Board of Directors of the OOC. OOC BoD has the authority to appoint a non-board member. The chairperson only has a vote in the case of a tie.

3. Meetings:

As required, may be called by the Chairperson, three members of the committee or the President of OOC BoD. Quorum for committee meetings is three (3) members. The committee must meet a minimum of once per year.

4. Minutes:

Minutes are to be recorded at all official committee meetings and are to be submitted to the OOC BoD for review at the next scheduled OOC BoD's meeting.

5. Reporting:

Chairperson of the committee, or his designated delegate, reports directly to the OOC BoD.

6. Functions of the Mapping Committee:

- a) Maintain the map list and repository of map files for the OOC;
- b) Manage updates to existing maps as required;
- c) Identify, prioritize, and manage the creation of new maps for the OOC;
- d) Approve specific mapping proposals that have a budgeted cost of \$1,000.00 or less;
- e) Develop and submit proposals for mapping projects that have a budgeted cost of more than \$1,000.00 to the OOC BoD for approval;
- f) Manage all contracts & expenditures for mapping services;
- g) Recruit and train new mappers for the OOC.