

 <p>ALPINE CLUB OF CANADA</p> <p>CLUB ALPIN DU CANADA</p>	Policy Name	SECTION SPECIFIC ADMINISTRATION POLICY
	Policy Number	SEC-001
	Revision number, date	Rev E – November 20, 2025
	Created By	Governance Committee
	Approved By	Manitoba Section Board
	Date Approved	November 26, 2025

MANITOBA SECTION ADMINISTRATION POLICY

1. Purpose

The purpose of this policy is to document and communicate how the Manitoba Section will govern itself. This will include who makes decisions, how they make decisions, and other aspects of leading a section in the Alpine Club of Canada.

2. Application and Scope

This policy applies to the Manitoba Section. As this is an unincorporated Section, this policy will be the sole governing document of the Manitoba Section.

3. Outcomes

The outcome of this policy is that all members, sections, and staff are aware of how this section is governed. This document will be posted on the Manitoba Section of 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 following outlines how the Manitoba Section will administer the section and is supplemental to the section requirements outlined in the Alpine Club of Canada Bylaws and the SEC-GOV-002 Requirements of Sections Policy.

4.1 Section Executive

The Section will be governed by a Section Executive, a group of leaders who will make decisions on behalf of the Section. Further in this document is a description of how the Section Executive is elected and how decisions are made. Each member of the Section Executive holds one voting position on all matters of the Section. There are currently nine members of the Manitoba Section Executive.

4.1a Section Executive Roles

The Section Executive Team for the Manitoba Section shall comprise the following roles. Detailed descriptions for each role are included in Appendix 1.

Section Chair	The Chair is primarily responsible for leading the Section's executive and organizational efforts in conjunction with the ACC office's policies and goals. The Chair is responsible for serving as the primary point of contact with the National Office, facilitating meetings, circulating and disseminating information, promoting a spirit of cooperation and teamwork, and fostering an environment that embodies ACC's values and vision. The Chair is responsible for serving as the Section liaison among the Section, the National Office, and Manitoba Section members.
Section Vice Chair	The Vice Chair is primarily responsible for acting as Chair when the Chair is unable to do so and to support the Chair by taking on roles and tasks as requested. They are involved in meetings, reviewing policies and procedures, assisting committees, and providing support to Section initiatives.
Section Administrator	The Section Administrator is responsible for keeping minutes of meetings, records, and copies of Section policies, as well as policies required by the Club.
Section Finance Lead	The Finance Lead will be responsible for maintaining financial reports, preparing the annual budget, and tracking revenue and expenses against the budget. The Finance Lead is accountable for ensuring the Section complies with <i>ACC-SEC-003-Sections Contract Policy (Appendix 2)</i> and for providing annual financial reports to the National Office upon the Club's request.
Section Communications Lead	This role is responsible for Communications with Members and public-facing communications. This lead role will ideally chair a committee that includes a Webmaster, a Social Media lead, and related functions.
Section Activities Lead	The Activities Lead is responsible for the Section's trips and events. This lead role will ideally chair a committee that includes a Summer Activity lead, a Gear Manager, a Winter Activity lead, and a Social Events lead.
Section Access & Environment Lead	Responsible for representing activities and Section on the national Access and Environment Committee, monitoring access and environmental issues within Manitoba and northwest Ontario

	that could impact the Section's activities and lobbying on behalf of the Section on issues of local and national concern. Responsible for supporting the Section in providing environmentally sustainable and appropriate activities for members.
Section Training & Development Lead	This lead role is responsible for providing annual trip leader orientation training and working with trip leaders to ensure they understand their responsibilities. The role is also responsible for researching and recommending to the executive committee skill and safety courses that will enhance our trip leaders and be of interest to members.
Section Membership Lead	This role is responsible for liaising with the national office on the systems and apps used to manage all aspects of membership purchases and renewals, and for reporting to the executive committee and members on membership statistics. The role also promotes and enhances membership benefits. The role collaborates with the Communications lead to identify and address members' information needs.

4.1b Section Executive Term

There shall be an election every year, with half of the Executive members being elected each year. When circumstances create an imbalance, implementing one-year terms or extensions may be used to restore balance. The term of each position in the Section Executive shall be two years in length. Should a member of the Section Executive leave their position early, the remaining 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

Section Executives will meet regularly, at least 9 times per year. Meeting dates and times for the following meeting will be agreed at each meeting and scheduled at times when a majority of the Section Executive can attend. Where more than one-third of the Section Executive objects to a meeting time, a new meeting time will be scheduled. The quorum for the meeting will be 50% plus one of the section executives.

Between Board meetings, the Section Chair may authorize a vote by mail, email, or similar technology on a matter deemed too urgent to wait until the next regular meeting. In such situations, the requirements for a quorum and the votes needed to approve a motion shall

be the same as for regular Board meetings. The Section Administrator shall ensure that a Section Executive motion voted on in this manner is documented by appending the motion to the next meeting's minutes.

Agendas

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

Decision-Making

The Section Executive will set independent decision-making thresholds for each role within the section. For decisions that require the Section Executive's approval, all members of the Section Executive will have equal votes, and voting on issues will be by a show of hands, with the majority prevailing. Voting by proxy will not be allowed.

Signing Authority

The Section shall require two signatures on all financial transactions. The following roles will have signing authority for the section: Finance Lead, Section Chair, Section Administrator, and Section Vice Chair.

4.2 Committees and Support Roles

Committees support the Section Executive by taking on specific tasks on the Section Executive's behalf. The Section Executive appoints committees and support roles, except for the past chair role. Each committee must create Terms of Reference that are reviewed and approved by the Section Executive annually. Committees are empowered to manage specific tasks and make decisions within the guidelines outlined in their Terms of Reference.

Committees of the Manitoba Section:

- Banff Mountain Film Festival World Tour Committee**

This team brings the Banff Mountain Film Festival World Tour to Winnipeg each year. This is our most significant source of funding.

- Communications Committee**

The committee brings together valuable contributors to share our story with our members and the public. Chaired by the Communications Committee Lead, this group includes the Membership Lead, social media contributors, and marketing contributors.

- Summer Activities Committee**

Assisting the Activities lead in building the summer events schedule

- Winter Activities Committee**

Assisting the Activities lead in building the winter events schedule

- **Climbing Committee**

This committee comprises trip leaders and climbers. They work together to assist the board with training, trail maintenance, leader development, and access issues.

- **Nomination Committee**

This committee is comprised of at least one board member who is not up for election and at least one club member. The committee is trusted to review candidates' qualifications to ensure they match the organization's requirements. See 4.3 Elections for more details.

Other Ad-hoc Committees and volunteer roles as periodically required, such as a social committee.

Support Roles:

Past Chair

- Can attend all Section Executive meetings without a vote.
- Plays a vital role in assisting the current chair and other executives, as well as providing historical continuity for the Section.
- The Past Chair may assume leadership roles, such as serving as the primary liaison between the board and the BMFF committee.

Member-at-Large

- The Section Member-At-Large role is primarily a general non-voting board member position. They are involved in meetings, serve on committees, and generally gain knowledge and experience that helps guide the Section and develop their own leadership within the Executive team.
- Develop their own leadership skills and knowledge of the Section
- The Section Member-At-Large role is for those members interested in playing a larger role with the club. The role may not be filled at times.

Librarian

- Maintaining the Section's archival records and permanent collection of books, magazines, reference materials, video tapes, DVD's and maintaining a record of all borrowings.
- Purchases materials to improve and maintain the currency of the collection.
- Maintains the collection index on our website

- Bring a selection of books and a hard copy of the collection index to the AGM.
- Coordinates requests made by the general membership to ensure that materials held in the collection are available to any member who wishes to borrow them.
- Creates a report to contribute to the Section Report for the AGM.

Gear Manager

- Keeper of the section gear.
- Maintains a log of the gear purchases and use.
- Makes recommendations to the board on replacement gear and any gear additions
- Creates a report to contribute to the Section Report for the AGM

4.3 Annual Meeting

The section shall hold an annual meeting to engage and communicate with all section members. The annual general meeting will be a celebration to engage and communicate with section members, as well as a place for the section executive elections. The section's annual meeting date and time will be announced at least one month in advance, and will cover the following topics:

Annual Meeting Topics:

- Section Executive elections
- Financials: Share the financials of the Section
- Reports from each Executive Member: Share updates and report on activities
- Review Section Trips: Slideshow reviews of section trips
- Discuss Future Trips: Engage Section members and discuss future trips the membership is interested in undertaking.
- Trip Leader Recruitment: Explain the benefits of becoming a trip leader and recruit new trip leaders.
- Report on National Club activities and initiatives, Strategic Plan, report on Hut construction, upgrades, and other information.

4.4 Elections

The Manitoba Section shall use the following methodology to elect members to its Executive at the Annual General Meeting:

Elections for Section Executive Roles

The following positions will be filled in even-numbered years:

Chair, Section Administrator, Communications Lead, Membership Services Lead

The following positions will be filled in odd-numbered years:

Vice Chair, Finance Lead, Access & Environment Lead, Activities Lead, Training & Development Lead

Nominations Committee

Before the Annual General Meeting, the Section Executive will select a Nominations Committee to perform the following:

1. Circulate an email to all Section members to notify them of the Section Executive positions that are up for election, along with the role descriptions, at least 45 days before the election.
2. Provide members with 30 days to submit applications, with all applications to be received at least 14 days before the election.
3. Review the applications to ensure candidates meet the criteria set for that role.
4. The slate of candidates is to be published by email 7 days before the election.

Elections Process

- At the Annual General Meeting, the elections shall be conducted by the Section Chair in odd-numbered years and by the Vice Chair in even-numbered years.
- Where only one person is considered by the nominations committee to be qualified for election to a specific position, that person is declared acclaimed to that position, to take office after the conclusion of the annual general meeting.
- Where more than one person is suitable for an open position, an election will be held at the annual general meeting by paper ballot.
- The Section Executive in charge of the election shall name not fewer than two tellers from the membership who are not candidates for election, who shall audit the election process and certify the election results.
- Any open position that is not filled through the above process will be reopened to potential candidates at the next general meeting. The Section Executive can select a person to fill the position on an interim basis until the next Annual General Meeting.
- Once approved, the results shall be communicated to the section members by email within one week of the election's close.

5. Policy Approval

This policy should be submitted to the governance committee for approval and publication on the Alpine Club of Canada website, as well as the Manitoba section website.

Revision History

<u>Date</u>	<u>Description</u>
September 25, 2025	Policy and template approved by the National Board of Directors
October 16, 2025	Revision 1 - First draft of Manitoba Section-specific policy
October 24, 2025	Revision 2 - Second draft
November 4, 2025	Revision 3 - Third draft – removed from template formatting.
November 20, 2025	Revision 4 – Fourth draft – clarified nomination committee and past chair roles, Who can sign for the Section added, Clarified Elections details

Appendices

Appendix 1: Detailed Role Descriptions

Section Chair:

Role Description: The Section Chair is primarily responsible for leading the Section's executive and organizational efforts in conjunction with the National Office's policies and goals. The Section Chair is responsible for serving as the primary point of contact with the ACC office, facilitating meetings, circulating and disseminating information, promoting a spirit of cooperation and teamwork, and fostering an environment that embodies ACC's values and vision. The Chair is responsible for serving as the Section liaison among the Section, the National Office, and Manitoba Section members.

The Chair's Responsibilities may include:

- Facilitate effective executive and committee meetings
- Assures that the executive is fulfilling its governance role
- Delegates what can be adequately delegated to spread the workload and provide leadership experiences
- Encourages executive member participation in section executive meetings and activities
- Keeps the executive focused on the ACC's mission and its long-term direction (i.e. reference to the Strategic Plan)
- Leads the orientation of new executive members
- Makes sure that committee chairs are appointed
- Keeps executive members on task and meeting expectations
- Monitors the executive to ensure they are following their own policies and procedures
- Prepares the executive meeting agenda with input from other members
- Provides leadership to the team
- Stimulates development efforts
- Serves as an ex officio member of committees and attends their meetings when needed
- Represents the executive team to the community
- Takes the lead to promote upcoming executive positions and looks to cultivate new relationships to find prospective executive members
- Ensures historical information is readily available for the next executive leadership
- May attend the Section Forum

Section Vice Chair:

Role Description: The Vice Chair is primarily responsible for acting as Chair when the Chair is unable to do so and to support the Chair by taking on roles and tasks as requested. They are involved in meetings, reviewing policies and procedures, assisting committees, and providing support to Section Administration.

Vice Chair's Responsibilities may include:

- Leading section executive meetings in the absence of the Section Chair
- Assures that the executive is fulfilling its governance role
- Encourages executive member participation in section executive meetings and activities
- Assists with the orientation of new executive members

Section Administrator:

Role Description: The Section Administrator is responsible for keeping minutes of meetings, records, and copies of Section policies, as well as policies required by the Club.

The Section Administrator's responsibilities may include:

- Serving on the Executive Committee
- In the absence of the Chair or Vice-Chair, they will chair meetings
- Keeps copies of the Section's policies and other records
- Keeps a list of the Section's Executive members, committees and has access to the general membership
- Notifies Executive Members of section executive meetings
- Leads the planning for the annual general meetings
- Keeps accurate minutes for the section executive meetings and distributes to Executive members

Section Financial Lead:

Role Description: The Finance Lead will be responsible for maintaining financial reports, preparing the annual budget, and tracking revenue and expenses against the budget. The Finance Lead is accountable for ensuring the Section complies with *ACC-SEC-003-Sections Contract Policy (Appendix 2)* and for providing annual financial reports to the National Office upon the Club's request.

The Financial Lead's responsibilities may include:

- Chairs the Finance Committee for the Section
- Gives regular reports to the Executive Committee on the financial state of the Section
- Keeps financial reports on file
- Acts as a signing officer for cheques, e-transfers, and other documents
- Reports on the financial state of the club at the Annual General Meeting

Section Communications Lead:

Role Description: This role is responsible for Communications with Members, as well as public-facing communications. This lead role will ideally chair a committee that includes a Webmaster, Social Media lead, Club promotion and marketing volunteers, and related functions.

The Communications Lead responsibilities may include:

- Key member of the BMFF Committee
- Website development and maintenance
- Oversees Section Email communication
- Oversees Social media accounts
- Guide the executive with promotion and marketing

Section Activities Lead:

Role Description: The Activities Lead is responsible for the Section's trips and events. This lead role will ideally chair a committee that includes a Summer Activity lead, a Gear Manager, a Winter Activity lead, and a Social Events lead.

The Activities Lead's responsibilities may include:

- Leading trip recruitment
- Leading any Activities committees
- Overseeing trip leaders and organizing annual trip leader orientations
- Understanding the waiver process and implementing it based on the requirements from the National office
- Maintaining the Trip Coordinator Handbook (The Black Book)
- Creating standards for the Section's trips, vetting processes and trip leaders
- Helps to recruit new trip leaders
- Maintaining the Section's Trips and Events on a Section calendar

- Leads or assists with creating social activities for the Section

Access & Environment Lead:

Role Description: Responsible for representing the Manitoba Section on the national Access and Environment Committee, monitoring access and environmental issues within Manitoba and northwest Ontario that could impact the Section's activities, and lobbying on behalf of the Section on issues of local and national concern. Responsible for supporting the Section in providing environmentally sustainable and appropriate activities for members.

The Access & Environment Lead responsibilities may include:

- Overseeing environmentally sustainable activities like the installation of green throne toilets and applying for funding from the national office
- Working with landowners, provincial and federal authorities, on access issues related to the places where we run activities.
- Creating a report for the AGM on Access & Environment activities

Training & Development Lead:

Role Description: This lead role is responsible for providing annual trip-leader orientation training and for working with trip leaders to ensure they understand their responsibilities. The role is also responsible for researching and recommending to the executive committee skill and safety courses that will enhance our trip leaders and be of interest to members.

The Training & Development Lead responsibilities may include:

- Looks for opportunities to support skills and leadership development
- Looks for opportunities to add courses for the Section members
- Lead an annual trip leader orientation
- Organizes all aspects of training activities such as belay courses, Wilderness First Aid
- Helps to recruit new trip leaders
- Creating standards for the Section's trips, vetting processes and trip leaders

Membership Lead:

Role Description: This role is responsible for liaising with the national office on the systems and apps used to manage all aspects of membership purchases and renewals, and for reporting to the board on membership statistics. The role also promotes and enhances membership benefits. The role works with the Communications Lead to identify and address members' information needs.

The Membership Lead responsibilities may include:

- Being a source of information and communication for members and the executive team
- Supporting the Section Chair and/or other executive members
- Communicating pertinent information to and from the National Office
- Attending the in-person and virtual Section Forum meetings
- Accumulating information presented at the Section Forum to present to their Section's executive members
- Working with the Section Chair and other executive members to complete the Annual Section Reports
- Help with marketing materials (i.e. newsletters, social media posts, etc.) to share important information with the larger member network

Appendix 2: ACC-SEC-003-Sections Contract Policy

This policy is referenced in the Section Financial Lead role. It is maintained by the National Club Office and can be viewed on their website under Governance in the Policies section or downloaded here: <https://alpineclubofcanada.ca/wp-content/uploads/2025/09/ACC-SEC-003-Section-Contract-Policy.pdf>

Appendix 3: Alpine Club of Canada Bylaws and the SEC-GOV-002 Requirements of Sections Policy

The Alpine Club of Canada Bylaws that are referenced in Section 4. Mandatory Requirements and the SEC-GOV-002 Requirements of Sections Policy are maintained by the National Club Office.

The Alpine Club of Canada Bylaws can be viewed on their website under Governance in the Organizational Documents section or downloaded here: <https://alpineclubofcanada.ca/wp-content/uploads/2024/11/Alpine-Club-of-Canada-Bylaws-Approved-July-05-2023.pdf>

The SEC-GOV-002 Requirements of Sections Policy can be viewed on their website under Governance in the Policies section or downloaded here: TBD