



QUALITY OF LIFE COMMITTEE

Terms of Reference

[Abstract](#)

The Quality of Life Committee delivers activities that support the GUILD objective - to promote the well-being, morale, and quality of life of the Regimental Family by funding, supporting and undertaking projects that assist cadets and current and former soldiers and their families.

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QUALITY OF LIFE COMMITTEE

TERMS OF REFERENCE

REVISION HISTORY

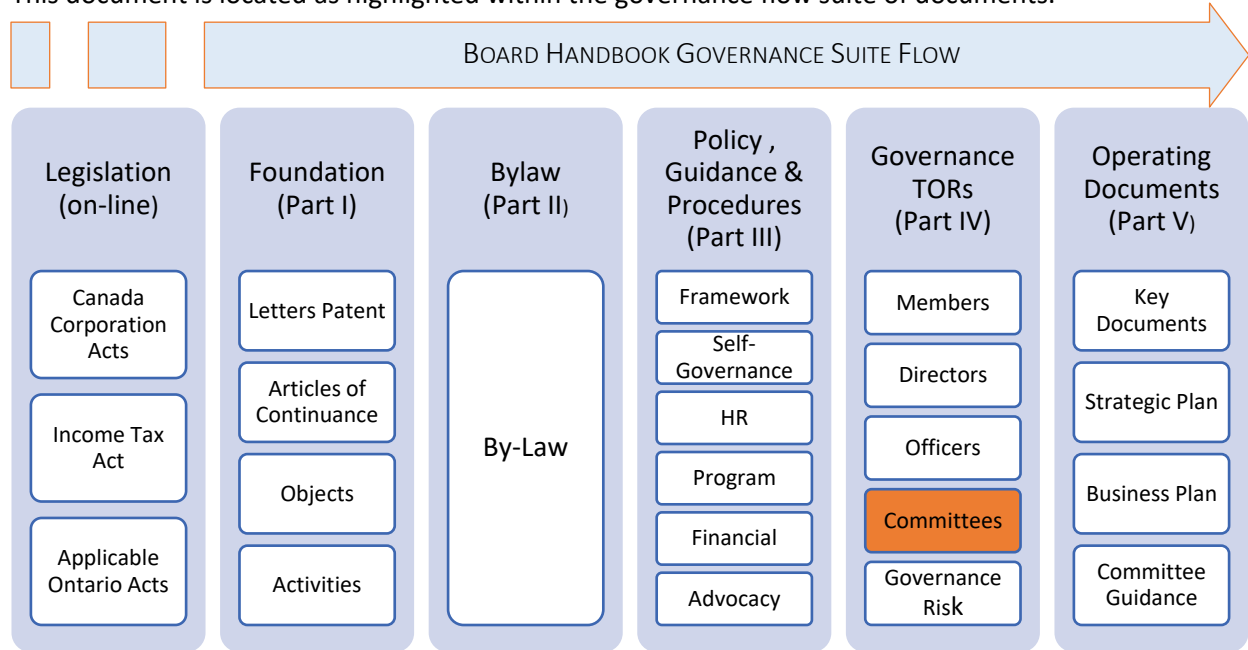
Version	Issue Date	Author	Reason for Change
Draft 1.0	November 2019	Thomas Burnie	Initial draft for comments
Draft 2.0	November 2019	Thomas Burnie	Transferred Uniform Accoutrements element of the Welcome Package responsibility to Heritage Committee
Draft 3.0	November 2020	Thomas Burnie	Adjusted RAM participants to Fundraising Committee
Draft 4.0	January 2021	Thomas Burnie	Linked committee purpose to the applicable GUILD objective
Draft 5.0	March 2021	Thomas Burnie	Removed program details as they vary annually and are contained in the business plan

APPROVALS

Version	Issue Date	Approving Authority	Comment
1.0	9 November 2019	Board of Directors	Approved as Provisional document
2.0	28 February 2020	Board of Directors	Transferred Uniform Accoutrements element of the Welcome Package responsibility to Heritage Committee
3.0	15 April 2021	Board of Directors	Approved Operating Document

GOVERNANCE FLOW SUITE OF DOCUMENTS

This document is located as highlighted within the governance flow suite of documents.



PURPOSE

Created under the authority of the GUILD of The Royal Canadian Dragoons (the GUILD) By-law Section 44, the Quality of Life Committee delivers activities that support the GUILD objective - to promote the well-being, morale, and quality of life of the Regimental Family by funding, supporting and undertaking projects that assist cadets and current and former soldiers and their families.

Committee decisions are subject to Board approval.

SCOPE

The committee's main function is identifying, planning, and delivering quality of life projects that recognize the service and sacrifice Regimental Family members have made for Regiment and Canada.

COMPOSITION AND MEETINGS

The committee composition, as minimum, shall comprise at least one Director (the Chairperson), the Secretary-Treasurer and sufficient volunteers representing soldiers and families to conduct the assigned committee functions. The Chairperson is responsible for identifying and recruiting any non-designated committee members for projects and additional expertise as required. The Board of Directors, by resolution, may remove any Committee member (By-law, Section 44.)

The Committee shall meet at least once a quarter or as often as necessary to conduct its work.

The President is an ex officio member of the Quality of Life Committee.

RESPONSIBILITIES AND FUNCTIONS

The Committee is responsible for assisting the Board in delivering quality of life programs. The annual business plan contains the program details.

RESPONSIBILITY ASSIGNMENT MATRIX

The table below reflects the functional deliverables, key tasks, and the assignment of responsibilities.

Legend:

R = Responsible for performing work to complete the task.

A = Accountable for the correct and thorough completion of the deliverable or task, the one who ensures the task prerequisites are met and who delegates the work to those responsible.

<i>Deliverables and Tasks</i>	Board	Chair	Business Planning Director	Secretary -Treasurer	Springbok/Dragon Editor	Fundraising Committee	Museum & Property Rep	RCD Association Rep	Bursary Representative	Soldier & Spousal Rep	Assets Rep	Special Projects Team
Quality of Life Business Planning												
Participate in Corporate business planning to ensure committee projects are funded within schedule & budget	A	R										
Assist in the identification of support requirements for future major events		R	A									
Provide associated historical, current & future event data for publication & promotion as required	A	R										
Execute Quality of Life Activities												
Deliver funding activities as required		R		A								
Deliver support activities as required		R		A								

ADMINISTRATION, REPORTS AND RETURNS

The Committee is responsible for submitting its reports and returns as follows:

- a. meeting Records of Decision¹;
- b. progress reports for Board meetings;
- c. budget forecasts;
- d. annual work plan;
- e. annual report on the past year's activities; and
- f. performance measures to identify the committee performance/contribution to the GUILD's overall priorities and goals.

¹ The Board Secretary-Treasurer is responsible for filing all records of decisions.