



# Leading Spas of Canada Committee Application

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As a membership association, the strength and success of Leading Spas of Canada results from the energy, commitment and passion of its members. Through a variety of standing committees, LSC provides the unique opportunity for you, as a member, to participate in the Association's growth and activities. Joining an LSC Committee will allow you to showcase your strengths, expertise and interests while helping guide and enhance the association. Committee members provide input and feedback based on the best interests of the association and the spa industry as a whole, rather than personal interests and agendas.

There are five (5) committees operating in 2010/11:

- Membership Services, Sponsorship & Growth
- Marketing & Public Relations
- Standards, Practices & Sustainability
- Conference, Networking & Education
- Fundraising, Nominations & Awards

#### **Committee Structure:**

Each committee has a Chairperson, Board Liaison(s), LSC staff representative(s) and committee members.

#### **Committee Member Roles & Responsibilities:**

- Committees are responsible for creating and/or evaluating specific projects or assignments as outlined by the staff and/or board to assist in driving the association forward
- When joining a committee, it is requested members be prepared to volunteer on that committee for a minimum of one full year
- Committee meetings are held once per month, via conference call
- We recognize the value of the time you are committing, therefore conference calls are to last one hour only
- In some cases, you may be asked to provide additional input outside of the conference call. These requests require a minimal time commitment.
- Agendas and additional information is forwarded in advance of each call. Committee members are requested to review this information prior to the call to allow for informed discussion with the committee members
- The input, experience and evaluation provided by our committee members is crucial to the success of each committee. We thereby request members strive to miss no more than 3 meetings in a one year span.
- Those unable to attend a meeting are requested to advise the chairperson prior to the meeting
- Members unable to attend meetings repeatedly may be asked to step down from the committee to allow another member to participate
- In recognition of your time commitment in participating on a committee, you will receive a 50% discount to attend any Spa Excellence presentation. (Member must have been active on the committee for a minimum of 6 months, and have attended at least 4 meetings in that time frame)
- We appreciate and value everyone's input. To respect the other members who have committed their time, we kindly request you do not send a 'substitute' person to attend a meeting in your place. We would welcome an interested party to apply to join a LSC committee instead
- Only Leading Spas of Canada members are eligible to serve on a LSC committee

#### **Committee Chairperson:**

Each committee has an appointed Chairperson to help facilitate the meetings and direct the content/projects.

Roles & responsibilities include:

- Properly guide each committee meeting, ensuring all members are allowed equal input and feedback
- Assisting in creating meeting agendas
- Appointing note-taker to record minutes for each meeting
- Approve and circulate minutes to the committee members
- Approve/prepare monthly reports on the committee's activities to be presented at the LSC board meeting
- Direct the committee in proposing action items/proposals to guide the growth of the association
- Contact committee members who are not actively participating/absent from conference calls
- Assist in creating summaries/presentations from the committee to the LSC board



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## Board Liaison:

Each committee has a board liaison appointed. The Board Liaison is on the current LSC Board of Directors and their committee duties include:

- Participating in the Committee conference calls
- Responsible for presenting any new policies, proposals or initiatives to the LSC board of directors for approval on behalf of the committee.

To apply to a Leading Spas of Canada committee, please complete the required information below and return this form via email [dawn@leadingspasofcanada.com](mailto:dawn@leadingspasofcanada.com) or fax to **1.877.423.1779**.

Contact Information		
Company information will be published in our printed directory, contact name and information will be available on line.		
Company Name _____	Phone _____	
Applicant Name _____	Fax _____	
Address _____	Website _____	
City _____	Prov _____	PC _____

Please select the committee you are most interested in working on. If you select more than one please rank them in order of preference with <b>1</b> being the most interested and <b>6</b> being the least interested..
Membership Services, Sponsorship & Growth Committee
Marketing & Public Relations Committee
Standards, Practices & Sustainability Committee
Conference, Networking & Education Committee
Fundraising Nominations & Awards Committee
Strategic Partnerships & Industry Relations
I have read the roles and responsibilities of committee members and agree to fulfill the responsibilities as outlined: