



EDUCATION COMMITTEE MANDATE

Revised in January 2025

Role

The role of the Education Committee is to provide information and recommendations to the Board of Directors regarding Education, the TOP25, the Awards Ceremony and the PGA of Québec's Sport Management Program - Golf section (PGSVG).

Main Functions:

- The committee must meet a minimum of 4 times per calendar year.
- The Committee's president will report on the Committee's activities at each Board meeting, even if no formal meeting has been held.
- The Committee's mandate should be reviewed every 2 years.
- Committee members should make every effort to attend all education sessions offered by the PGA du Québec on an annual basis.

Education

- Research and development of education sessions (spring - fall);
- Search for course instructors and trainers (golf and/or non-golf);
- Research, compare and promote what is being done in other zones or other companies;
- Help promote our training courses to members;
- Promotion to club managers of the opportunity to participate financially in access to education;
- Develop an education satisfaction survey for all members;

TOP25

- Review the points chart;
- Review the points application form;
- Determine who our ambassadors will be and their roles (photos, videos, promotion, etc.);
- Determine the prizes to be won for the TOP25 as a whole, as well as the prize money awarded to the top 3 in the program;
- Determine which sponsors to target on an annual basis;
- Analyze the method to be used to promote the TOP25 annually;
- Help promote TOP25 to members (website, social networks, activities, etc.);
- Be sure to mention the number of points that can be accumulated in TOP25 when promoting the association's activities;
- Take professional photos, if possible, of the finalists;
- Send TOP25 recipients the logo to use in their signature.

Sport Management Program – Golf Section

- Review of golf courses structure: curriculum, number, offer, duration, etc...
- Search for candidates to deliver the program's golf courses;
- Follow-up with teachers to ensure proper preparation, course content, teaching approach and delivery to students;
- Annual follow-up with the PGA of Canada to obtain credits for our students in the PGA of Canada training program;
- Review qualification criteria for summer internship students;
- Update the list of clubs willing to accept summer students.

Awards Ceremony

- Review the method for collecting nominations;
- Review the method for selecting winners;
- Supervision of Awards entertainment;
- Invite nominees to the awards;
- Determine the prizes for the winners;
- Determine how winners will be presented to the general public;
- Determine the action schedule for the coming season.

Composition

The Committee is composed of a maximum of nine (9) members in good standing with the PGA of Québec.

- Of these 9 members, there will be two (2) officers (president and vice-president) and 7 directors;
- Of these 9 members, there must be at least one member of each gender;
- Of these 9 members, it would be desirable to have the greatest representation of member categories such as: senior, apprentice, manager, teacher, assistant, head pro, etc...
- Of these 9 members, it would be desirable to have at least one member from each of the following regions: Eastern Townships/Mauricie, Montreal North, Montreal South and Québec City.

Notes

- The Executive Director and the Committee President may appoint individuals as Committee members, even if they do not meet the above-mentioned parameters;
- There may be no suitable candidates available by region or gender;
- In the event of a vacancy, Rule 4.4 of the PGA of Québec By-laws will apply;

Terms

The duration of all terms of office (including that of the President and Vice-President) is 2 years, commencing in October. Each Director is eligible for election for three (3) consecutive full terms, and is then not eligible for re-election until a period of eleven (11) months has elapsed from the date on which such person ceased to be a Director.

Nomination

As for members wishing to join the committee, a call for tenders will be sent by e-mail to all members in good standing if at least one position becomes vacant. Interested parties are asked to inform the Committee President and the Executive Director of their intention to join the Committee and the reasons why they would like to do so. The Committee will make a recommendation to the Executive Director. The Executive Director of the PGA of Québec will then make the final decision.

Committee President

Main Functions

- Work with PGA of Québec staff to schedule committee meetings;
- Determine which members will deal specifically with one of the four sectors;
- Support committee members between meetings to accomplish their tasks;
- Sits on the Board of Directors to represent the Education Committee.

Nomination

The vice-president of the committee will be elected as president of the committee at the end of the previous president's 2-year term.

Should the Vice-president change his mind, and no longer wish to be president, only one member of the Committee may stand for president. Should more than one member stand for the presidency, a vote will be held within the committee. In the event of a tie, the Executive Director, together with the outgoing president, will determine the next president.

The term of office is 2 years.

Vice-President

Main Functions

- Support the Committee President;
- Take charge of one of the four sectors;
- Take notes at committee meetings.

Nomination

Every two years, members who are not among the 2 officers may stand for the position of vice-president. Should more than one member stand for vice-president, a vote will be held within the committee. In the event of a tie, the Executive Director, together with the President, will determine the next Vice-President.

The term of office is 2 years.

Notes

- The Education Committee is an operational committee reporting to the Board of Directors;
- Quorum is established when half the committee members plus one (1) are present;
- To keep the text simple, the masculine form has been adopted to designate, where appropriate, both men and women.
- Officer positions do not count towards the maximum of 3 re-elections as director. This means that a member of this committee could serve for 10 years.
- All PGA du Québec employees may attend committee meetings and will be considered non-voting members.