

## Membership Update #1 – November 23, 2015

### Introduction

At AGM 2015, the membership directed the OFSC to continue work on the More on the Snow (MOTS) initiative and specifically to answer the many questions they had prior to being able to make an informed decision on whether to proceed on full implementation at AGM 2016. The membership also requested regular updates on the progress of work.

### Update

Immediately following AGM 2015 and as directed by the Board of Governors, the OFSC Strategic Management Committee determined that their go ahead plan needed to address two key components:

- **The project scope** – describing the extent of what would be required and what the committee and board were capable of achieving within the given timescales.
- **The project schedule** – for the key milestones, including a communication plan to ensure membership remain fully engaged in the process.

### Project Scope

The committee agreed and the board confirmed that the membership had requested the following:

- 1) More explicit information on what was meant by the standardization of the districts and that this would include a method for providing more consistency in the size of the districts.
- 2) After establishing what the standardization of districts would ultimately look like, provide details of all the transitional considerations for achieving it, including answering any existing and emerging questions from the membership.

Due to the volume of work, the committee separated the project scope into two components, forming two sub groups to address these tasks simultaneously.

### Standardized District Size

To determine the criteria to define the optimum size of a district that would be sufficient to take advantage of the economies of scale in its operations but not too large to be cumbersome in its governance. Followed by analysis and the potential realignment of the existing structure to meet the revised criteria.

In considering the criteria, the following were noted to be the key functions and/or purposes of a district organization:

- Improving operational efficiencies, including
  - Coordinated trail management
  - Reduced volunteer burden
  - Creating economies of scale in district operations
  - Providing stronger financial management
- Participation development and rider experience
- Partnership development
- Management support (expertise) for clubs and volunteers
- Assist with trail securement
- Risk management coordination
- Delivery of OFSC provincial strategy
- Communication between OFSC and member organizations

### **Standardized District Operations**

To establish the mandate, policies and operating procedures for a standardized district organization, including priority one – a District Policy Manual (What to do), and priority two – a related District Procedure Manual (How to do it). With board approval, work has commenced with the development of a framework for the content of the District Policy Manual as follows:

1. *Introduction*
2. *Legal Framework*
3. *Statement of Purpose*
4. *Governance*
5. *District “Membership”*
6. *Non-Incorporated Clubs*
7. *District Responsibilities*
8. *Financial Policies*
9. *Human Resource Management*
10. *Working Relationships*

Furthermore, a factual survey (as opposed to an opinion based one) of the districts to gather important details on the way districts operate currently will be forthcoming in the following weeks. The information gathered will be used to:

- a) Enhance the “ideal” model where appropriate
- b) Assist with the development of the transitional plan to the new model

Project Schedule

Milestone	Dates
Confirmation of: <ul style="list-style-type: none"> <li>• Member expectations</li> <li>• Project Scope</li> <li>• Project Schedule</li> </ul>	November 2015
Project plan, scope and schedule communicated to membership	November 2015
Committee providing initial detailed work and developing draft and board input requirements for January planning session District survey conducted	December 2015
Initial draft of: <ul style="list-style-type: none"> <li>• Revised structure</li> <li>• District model description</li> </ul> For board discussion and input	January 2016
Project update communicated to membership	January 2016
Completion of detailed work following input from January planning session. Development of all transitional requirements	April 2016
Final plan for presentation to the districts for board discussion and input	May 2016
Project update communicated to membership	April 2016
Development of presentations for district meetings	April to May 2016
District Meetings Scheduled	May to June 2016
Feedback from membership integrated into final report	June to July 2016
Report to membership discussed and finalized	July 2016
Report to membership distributed with AGM package	August 2016