

**PRINCE EDWARD ISLAND SNOWMOBILE ASSOCIATION
Trail Groomer Purchase Policy**

1.0 Introduction

- 1.1 This policy describes the process for establishing a trail grooming purchase committee.
- 1.2 Groomer Purchase Committee (GPC). The GPC will be a committee established by the Board of Directors for the purpose of undertaking the relevant activities and providing recommendations to the Board regarding the acquisition of trail grooming equipment. Those activities are, but not limited to:
- a. investigation and review of trail grooming equipment and related technical specifications;
 - b. investigation and review of financial options and their terms and conditions related to the purchase and or lease of trail grooming equipment;
 - c. any other relevant activity.

2.0 Authority

- 2.1 This policy is authorized by Board of Directors, Prince Edward Island Snowmobile Association, hereafter referred to as the Association.
- 2.2 The Board can change any portion of this policy by approval of the relevant motion.

3.0 GPC Structure & Authority

- 3.1 The Board will approve a motion to create a four person Groomer Purchase Committee (GPC).
- 3.2 Once established the GPC will remain a standing agenda item on the Board monthly meeting.
- 3.3 The four persons selected for the GPC must be current Directors of the Board. The GPC Chair will be chosen from among its members.
- 3.4 The GPC has no authority to enter into any agreement, contract, financial arrangement, or expenditure without prior approval from the Board.
- 3.5 The GPC is provided an operating budget of five-hundred dollars (\$500.00).

4.0 GPC Meetings

- 4.1 The GPC will meet once per month or more often as deemed necessary by the Chair.
- 4.2 The GPC must meet at least once every 3 months.
- 4.3 The Chair of the GPC, or their designate, must report to the Board each month.

5.0 Conclusion of Work

- 5.1 The work of the GPC will be complete when the GPC provides its recommendations to the Board regarding the acquisition of trail grooming equipment.
- 5.2 Once the GPC has concluded its work the Board will approve a motion to disband the GPC.
- 5.3 Once the Board's motion to disband the GPC is approved the GPC will be removed from the Board's monthly meeting agenda.

6.0 Dissolution of the Committee

- 6.1 The Board may, for whatever reason, dissolve the GPC by approval of a motion.
- 6.2 Once the motion for dissolution is approved, the GPC's work is deemed complete and the GPC is disbanded.