

Board Committee - Strategic Planning - Terms of Reference

Mandate

The purpose of the Strategic Planning Committee is to propose, in consultation with Partner Sessions, the overall strategic plan for Athletics Canada to the Board, to lead the ongoing review of the plan, and to provide input to the CEO on annual operating plans.

Key Duties

The Committee will, under the authority delegated to it by the Board, be responsible for the oversight of strategic planning for Athletics Canada (AC), and will specifically:

- Develop a planning, monitoring, and evaluation cycle for AC's Strategic Plan
- Coordinate the development of the Strategic Plan and engage members and other stakeholders as necessary to determine AC's overall strategic direction
- Connect with other Committees to discuss any strategic planning implications of those Committees' proposals
- With the CEO, review and make suggestions on AC's annual operating plan
- Perform such additional duties as may be delegated to the Committee by the Board.

Authority

The Committee will exercise its authority as set out in this Terms of Reference, and will do so with the support of the Board, management, and staff.

Composition

The composition of the Committee will be:

- Individuals appointed by the Board (up to five)
- Chief Executive Officer
- Athlete Representative, (as designated by the Athlete Directors)
- Executive Assistant (ex-officio, support)
- Chair of the Board (ex-officio)
- **Branch Representative (as designated by Branch Council)**

The Board will appoint a Chair of the Committee.

Individuals appointed by the Board and by the Athlete Directors should have experience with long-term and short-term strategic planning initiatives.

The Committee may invite other individuals to participate in Committee meetings as necessary. These individuals are not permitted to vote.

Meetings

The Committee will meet by telephone or in person, as required, with meetings held at the call of the Chair.

Resources

The Committee will receive the necessary financial and administrative resources from AC to fulfill its mandate.

Reporting

The Chair will provide status reports to the Board at every meeting of the Board, and will report to the Members at the Annual Meeting.

Review

These Terms of Reference were approved by the Board on [date]. The Board will review these Terms of Reference on a regular basis, with input from the Committee as required.

Operational Committee - Awards - Terms of Reference

Mandate

The purpose of the Awards Committee is to identify criteria for Athletics Canada awards and criteria for eligibility for the Athletics Canada Hall of Fame. The Committee will solicit and evaluate nominations for awards and the Hall of Fame and determine award winners and inductees.

Key Duties

The Committee will, under the authority delegated to it by Athletics Canada (AC) staff, be responsible for overseeing all awards matters and will specifically:

- Identify criteria for AC awards
- Determine awards for athletes, officials, builders, and lifetime achievement
- Receive and review nominations for AC's awards and recommend recipients
- Based on published criteria, submit nominations for AC athletes, officials, builders, and other individuals to other organizations (such as the Canadian Olympic Committee's Hall of Fame) for their awards
- Determine eligibility for the AC Hall of Fame
- Solicit, receive and evaluate nominations for the AC Hall of Fame
- Perform such additional duties as may be delegated to the Committee by AC staff.

Authority

The Committee will exercise its authority as set out in this Terms of Reference, and will do so with the full support of the Board, management, and staff.

Composition

The composition of the Committee will be:

- Chief Executive Officer
- Director, Public Relations and Corporate Services
- Individuals appointed by the Board (up to five)
- **Branch Representative (elected by Branch Council)**
- Athlete Representative (as designated by Athlete Council)
- Coordinator, Marketing and Events (Staff Liaison – non voting)

The Chief Executive Officer, or designate, will chair the Committee.

The Committee may invite other individuals and/or members of the Board of Directors to participate in Committee meetings as necessary. These individuals are not permitted to vote.

Awards Procedures

Each AC award will have its own criteria and eligibility as determined by the Committee.

Hall of Fame Procedures

Eligibility

Athletes/teams, coaches, and builders (officials, administrators, and volunteers) who have shown outstanding excellence in the sport of Athletics are eligible for induction into the Hall of Fame. Nominees must have held Canadian citizenship or Canadian residency at some point in their careers. Deceased athletes, coaches, and builders are eligible for induction in the 'In Memoriam' category.

In general, nominees must have made a significant contribution to the growth and development of the sport and demonstrated their dedication to the highest ideals of competition. Specifically:

- Athlete nominees must have achieved significant success in international competition. Athletes may be nominated as individuals or as members of a relay team. Athletes must be retired from international competition for a minimum of three years at the time of their nomination.
- Coach nominees must have achieved significant success in international or national competition over a sustained period. Coaches may be active or inactive at the time of their nomination.
- Builder nominees must have made a significant contribution to the development of the sport over a sustained period. Builders may be active or inactive at the time of their nomination.
- In Memoriam nominees may be former athletes, coaches, or builders. In Memoriam nominees must be deceased.

Nomination

The Committee will actively seek nominations, and will accept nominations from a Club Associate, Individual Associate, or Affiliated Associate. Groups may submit nominations in any category. Nominations should describe the following:

- The significance and scope of the nominee's achievements
- The nominee's dedication to the sport
- The consistency of the nominee's contribution to the sport of athletics
- The personal qualities of the nominee – demonstrated on and off the field - that reflect the values of Athletics Canada

The nomination package should be limited to three pages of documentation. Following the receipt of nominations, the Committee may solicit additional nominations in the event that there are no nominations for a particular category, none of the nominees meet the general guidelines for induction, or special circumstances exist whereby an individual should be considered even if he or she was not nominated.

Nominees are eligible for induction for a three-year period after being nominated. If the nominee is not inducted in the three-year period, they may be nominated again for induction after four years have passed.

Selection

The Committee will evaluate nominations on the basis of the four criteria outlined above, as well as the Committee's discretion. The Committee will vote on the induction of each nominee and a 2/3rd majority vote indicates the Committee's approval for that nominee.

Annually, a maximum of five Athlete nominees, one Coach nominee, one Builder nominee, and three individuals in the 'In Memoriam' category will be inducted into the Hall of Fame.

Meetings

The Committee will meet by telephone or in person, as required, with meetings held at the call of the Chair.

Resources

The Committee will receive the necessary financial and administrative resources from AC to fulfill its mandate.

Reporting

The Chair will provide status reports to the Board semi-annually at a meeting of the Board, and will report to the Members at the Annual Meeting.

Review

These Terms of Reference were approved by the Board on [date]. The Board will review these Terms of Reference on a regular basis, with input from the Committee as required.

Operational Committee – National Team – Terms of Reference

Mandate

The purpose of the National Team Committee is to design, deliver, implement and evaluate National Team Policies to fulfill Athletics Canada's high performance goals and objectives, in a transparent and accountable manner.

Key Duties

The Committee will, under the authority delegated to it by Athletics Canada (AC) Board, be responsible for overseeing all National Team matters and will specifically:

- Evaluate national team policies
- Develop, recommend, and implement athlete and coach selection criteria
- Develop Athlete Assistance Program criteria and make recommendations
- Perform such additional duties as may be delegated to the Committee by AC Board.

Authority

The Committee will exercise its authority as set out in this Terms of Reference, and will do so without interference from the Board, management, or staff.

Composition

The composition of the Committee will be:

- Head Coach (Chair)
- AC technical staff (appointed by HC)
- 2 national team coaches (appointed by HC)
- **2 branch representatives (elected by Branch Council)**
- 2 Athlete Representative (optionally appointed by the Athlete's Council)
- Staff Liaison (appointed by CEO – non voting)

The Head Coach will chair the Committee.

There are no term limits for members of the Committee.

The Chair may invite other individuals, including technical experts, to participate in Committee meetings as necessary. These individuals are not permitted to vote, and must absent themselves while vote(s) are in progress. Individual experts are limited to providing technical advice, and are not to comment on particular athletes or coaches.

Meetings

The Committee will meet by telephone or in person, as required, with meetings held at the call of the Chair.

Given the nature of the work of this committee, members must be particularly mindful of actual or perceived conflicts of interest. When a conflict is declared: (1) the member may speak only to the principle(s) underlying a decision, not to the particulars; and (2) the member must be replaced by a person without a conflict from a standby list appointed from that member's constituency.

A quorum is five voting members, which must include one coach representative, one athlete representative, and one Branch representative.

Resources

The Committee will receive the necessary financial and administrative resources from AC to fulfill its mandate.

Reporting

The Chair will provide status reports to the Board semi-annually at a meeting of the Board, and will report to the Members at the Annual Meeting.

Review

These Terms of Reference were approved by the Board on [date]. The Board will review these Terms of Reference on a regular basis, with input from the Committee as required.

Operational Committee – Officials – Terms of Reference

Mandate

The purpose of the Officials Committee is to design, coordinate, and evaluate programs to develop and improve the performance of athletics officials.

Key Duties

The Committee will, under the authority delegated to it by Athletics Canada (AC) staff, be responsible for overseeing all officials matters and will specifically:

- Assess the needs of AC officials and develop strategies to meet those needs
- Provide formal and informal educational training opportunities
- Review, evaluate and monitor existing officials programs
- Assist with identifying and recruiting new officials
- Develop and maintain an incentives system for officials
- Ensure adequate numbers of quality officials to meet AC's needs
- Determine, recommend, and monitor certification criteria
- Promote and support AC officials interested in officiating international events
- Perform such additional duties as may be delegated to the Committee by AC Board.

Authority

The Committee will exercise its authority as set out in this Terms of Reference, and will do so without interference from the Board, management, or staff.

Composition

The composition of the Committee will be:

- Chief Executive Officer or designate (Chair)
- Technical Director
- Active officials appointed by AC (three)
- **Branch Representatives (up to three Elected by Branch Council)**
- Athlete Representative (appointed by the Athlete's Council)
- Staff Liaison (non voting)

The Chief Executive Officer, or designate, will chair the Committee.

There are no term limits for members of the Committee.

The Committee may invite other individuals and/or members of the Board of Directors to participate in Committee meetings as necessary. These individuals are not permitted to vote.

Meetings

The Committee will meet by telephone or in person, as required, with meetings held at the call of the Chair.

Resources

The Committee will receive the necessary financial and administrative resources from AC to fulfill its mandate.

Reporting

The Chair will provide status reports to the Board semi-annually at a meeting of the Board, and will report to the Members at the Annual Meeting.

Review

These Terms of Reference were approved by the Board on [date]. The Board will review these Terms of Reference on a regular basis, with input from the Committee as required.

